

MEDICAL OFFICE PROCEDURES (28)

Regional—2005

Multiple Choice

Part I (10 questions @ 5 each)	50 points
Part II (15 questions @ 3 each)	45 points
Part III (15 questions @ 3 each)	45 points
Part IV (15 questions @ 3 each)	45 points

Application 100 points

TOTAL POINTS 285

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.*
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.*
- 3. Electronic devices will be monitored according to ACT standards.*

Maximum test time is 60 minutes

(A five-minute warning will be given to ensure all printing is complete.)

NOTE: The administrator should allow time for orientation, instructions, warm-up, checking equipment, etc., before starting test time.

Do **NOT** open test booklet until instructed to do so.

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Part I: Each one worth five points each = 50 points

Directions: Please choose the best answer to the following questions and mark it on your Scantron.

1. Gastro- means _____.
 - a. sugar
 - b. liver
 - c. stomach
 - d. kidney

2. Which of the following is a part of the small intestine?
 - a. ileum
 - b. colon
 - c. liver
 - d. pancreas

3. Which of the following is superior to the neck?
 - a. nose
 - b. shoulders
 - c. feet
 - d. stomach

4. Which is a function of the liver?
 - a. digest food
 - b. secrete insulin
 - c. defecation
 - d. release bilirubin

5. Which of the following structures are the smallest?
 - a. bronchioles
 - b. alveoli
 - c. pleura
 - d. bronchi

6. The element hepat- means _____.
 - a. kidney
 - b. head
 - c. neck
 - d. liver

7. What is the medical term for spitting?
 - a. asphyxia
 - b. hematemesis
 - c. apnea
 - d. hemoptysis

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REGIONAL 2005
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8. In which body system would you find information on asthma?
- respiratory
 - male reproductive
 - female reproductive
 - cardiovascular
9. In SOAP charting, the AP@ stands for _____.
- patient
 - post
 - possible
 - plan
10. Lunula is _____.
- the medical term for itching
 - a horny skin cell
 - a sweat gland
 - the half moon, white region on the fingernail

Part II: Each one worth three points each = 45 points

Match the letter with the number that properly defines it.

a. ecchymosis	g. gastritis	m. antigen
b. abscess	h. pustule	n. edema
c. BP	i. mastication	o. calcium
d. pruritus	j. purulent	p. O ₂
e. ALT, AST	k. tachycardia	q. lb
f. homeostasis	l. nephrectomy	r. deglutition

_____ 11. inflammation of the stomach

_____ 12. pus-like

_____ 13. foreign substance in body

_____ 14. black & blue mark

_____ 15. removal of the kidney

_____ 16. swallowing

_____ 17. oxygen

_____ 18. constant state of wellness

_____ 19. itching

_____ 20. liver function tests

_____ 21. pound

_____ 22. chewing

_____ 23. rapid breathing

_____ 24. accumulation of fluid in extremities

_____ 25. blood pressure

Part III: Indicate if the following words are spelled correctly (C) or incorrectly (I) for three points each = 45 points.

_____ 26. murmer

_____ 27. hematemisis

_____ 28. femer

_____ 29. paroxismal

_____ 30. chancre

_____ 31. guaiac

_____ 32. psoriasis

_____ 33. resistant

_____ 34. subqutaneous

_____ 35. superation

_____ 36. cirrhosis

_____ 37. erythema

_____ 38. hematopenia

_____ 39. cachexia

_____ 40. thalmus

Part IV: Define the following for three points each = 45 points

41. expressed consent: _____

42. mediastinum: _____

43. Hippocrates: _____

44. triage: _____

45. purulent: _____

46. purging: _____

47. gastritis: _____

48. TPR: _____

Write out the following standard medical abbreviations:

49. HIPAA _____

50. CHF _____

51. p.r.n. _____

52. CBC _____

53. GU _____

54. HPI _____

55. GI _____

Directions: Key the following information in S.O.A.P. format. Use today's date for the date of transcription.

Patient Sasha Peters came to the medical office on August 20, 2004. She is 24 years old and was born January 16. Sasha was seen by Dr. Timothy McBurney, MD.

Patient comes in with episode of dizziness. She had vertigo last evening and again today. As long as her head was still it was not a problem. If she moved her head quickly, it was much worse and more severe. She had no other neurologic symptoms. She has had not earache, runny nose, sore throat, or cough. She has had no other signs or symptoms of trouble.

Neurologically she appears to be intact. No nystagmus. Carotids equal bilaterally. TMs normal. Reflexes symmetrical. Coordination and Romberg's test were all okay.

Probable acute labyrinthitis.

Patient is going to be treated with 25 mg of meclizine p.r.n. She will take 1 aspirin tablet a day for antiplatelet effect. The patient is to get back to us if there are any more problems. Sasha said she was feeling better than she felt in a long time since the onset of this vertigo. She attributes this to the B-12 injections and her nightly dose of Paxil and Klonopin.



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TOTAL POINTS 285

Graders:

When grading computer-generated problems, refer to the *Style & Reference Manual* and Production Standards in the *Workplace Skills Assessment Program Guidelines* for further instructions.

Double-check and verify all scores!

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Part I Each one worth five points each = 50 points

1. C
2. A
3. A
4. B
5. B
6. D
7. D
8. A
9. D
10. D

Part II Each one worth three points each = 45 points

- g 11. inflammation of the stomach
- j 12. pus-like
- m 13. foreign substance in body
- a 14. black & blue mark
- l 15. removal of the kidney
- r 16. swallowing
- p 17. oxygen
- f 18. constant state of wellness
- d 19. itching
- e 20. liver function tests
- q 21. pound
- i 22. chewing
- k 23. rapid breathing
- n 24. accumulation of fluid in extremities
- c 25. blood pressure



Part III

Indicate if the following words are spelled correctly (C) or incorrectly (I) for three points each = 45 points.

 I 26. murmer

 I 27. hematemisis

 I 28. femer

 I 29. paroxismal

 C 30. chancre

 C 31. guaiac

 C 32. psoriasis

 I 33. resistent

 I 34. subqutaneous

 I 35. superation

 C 36. cirrhosis

 C 37. erythema

 C 38. hematopenia

 C 39. cachexia

 I 40. thalmus



Part IV

Define the following for three points each = 45 points

41. expressed consent: consent given verbally or in writing by an informed patient
42. mediastinum: area between the lungs containing such organs as trachea, aorta, bronchi
43. Hippocrates: Father of Medicine
44. triage: determining who needs to be seen first when scheduling appointments
45. purulent: pus-like
46. purging: thinning files
47. gastritis: inflammation of the stomach
48. TPR: temperature, pulse, respirations

Write out the following standard medical abbreviations:

49. HIPAA: health insurance portability and accountability act
50. CHF: congestive heart failure
51. p.r.n.: as needed
52. CBC: complete blood count
53. GU: genitourinary
54. HPI: history of present illness
55. GI: gastrointestinal



Application

Patient Name: Sasha Peters
Date of Birth: January 16, 1980
Date of Exam: August 20, 2004

PCP: Dr. Timothy McBurney

Sex: Female

(DS)

SUBJECTIVE: Patient comes in with episode of dizziness. She had vertigo last evening and again today. As long as her head was still it was not a problem. If she moved her head quickly, it was much worse and more severe. She had no other neurologic symptoms. She has had not earache, runny nose, sore throat, or cough. She has had no other signs or symptoms of trouble.

(DS)

OBJECTIVE: Neurologically she appears to be intact. No nystagmus. Carotids equal bilaterally. TMs normal. Reflexes symmetrical. Coordination and Romberg's test were all okay.

(DS)

ASSESSMENT: Probable acute labyrinthitis.

(DS)

PLAN: Patient is going to be treated with 25 mg of meclizine p.r.n. She will take 1 aspirin tablet a day for antiplatelet effect. The patient is to get back to us if there are any more problems. Sasha said she was feeling better than she felt in a long time since the onset of this vertigo. She attributes this to the B-12 injections and her nightly dose of Paxil and Klonopin.

(QS from last line of report to signature line.)

Timothy McBurney, M.D.

(DS)

TM:xx

T:date of test

D:08/20/2004

Graders:

The text under PLAN: may be aligned **or** wrapped since there is an inconsistency in the *Style & Reference Manual*.