

# MEDICAL OFFICE PROCEDURES (28)

## Regional—2004

	POINTS POSSIBLE	POINTS RECEIVED
Multiple-Choice Questions	200 (40 @ 5 points)	_____
Medical Terminology	100 (20 @ 5 points)	_____
Medical Office Job One	100	_____
<b><i>TOTAL POINTS POSSIBLE</i></b>	<b><u>400</u></b>	_____
<b><i>TOTAL POINTS RECEIVED</i></b>		_____

***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.***

30 minutes of orientation/warm-up/wrap-up  
60 minutes for testing/production  
90 minutes total time allotted

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

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**Part I: Multiple Choice  
5 Points Each = 200 Points**

1. Cutaneous means pertaining to the \_\_\_\_\_.
  - A. brain
  - B. eyelid
  - C. hand
  - D. skin
  
2. Incision of the brain is \_\_\_\_\_.
  - A. cerebropathy
  - B. cerebrotomy
  - C. ecephalocele
  - D. encephalatome
  
3. Angiorrhaphy is \_\_\_\_\_.
  - A. excision of a vein or artery
  - B. plastic surgery of blood vessels
  - C. suture of a vessel
  - D. tumor of either a blood or lymph vessel
  
4. Hyperemesis is \_\_\_\_\_.
  - A. above normal concentration of sugar in the blood
  - B. excessive vomiting
  - C. increased blood flow to an area of the body
  - D. increased muscular activity
  
5. A term that means pertaining to disease is \_\_\_\_\_.
  - A. angiopathy
  - B. cardiopathy
  - C. pathologic
  - D. pathology
  
6. A slightly bluish, slate-like discoloration of the skin caused by a deficiency of oxygen in the blood is called \_\_\_\_\_.
  - A. albinism
  - B. cyanosis
  - C. leukoderma
  - D. melancholy

7. Measurement of the dimensions of the head is \_\_\_\_\_.
- A. cephalometer
  - B. cephalometry
  - C. thoracometer
  - D. thoracometry
8. Pyrophobia is \_\_\_\_\_.
- A. Abnormal fear of fire
  - B. Abnormal preoccupation with fire
  - C. Any substance that produces fever
  - D. The origin of fever
9. A condition characterized by excessive thirst is \_\_\_\_\_.
- A. hyperlipemia
  - B. hyperthyroidism
  - C. polydipsia
  - D. pyogenesis
10. A term that means occurring or situated behind the nose is \_\_\_\_\_.
- A. intranasal
  - B. mesonasal
  - C. postnasal
  - D. supranasal
11. Which term indicates that an x-ray beam passes from the front of the body to the back?
- A. anteroposterior
  - B. anterosuperior
  - C. postoposterior
  - D. posteroposterior
12. The term for congenital hernia of the navel is \_\_\_\_\_.
- A. omphalitis
  - B. omphalocele
  - C. omphalorrhexis
  - D. umbilical
13. Paralysis of an eyelid is \_\_\_\_\_.
- A. blepharoplegia
  - B. blepharospasm
  - C. chloropia
  - D. myopia

14. The term for a tumor of the nail or nailbed is \_\_\_\_\_.
- A. adhesion
  - B. dactylitis
  - C. diaphoresis
  - D. onychoma
15. Dacryolithiasis is \_\_\_\_\_.
- A. a condition in which more tears are produced than removed
  - B. infection of the tear duct
  - C. inflammation of the tear sac
  - D. the presence of lacrimal stones
16. The term for a hernial protrusion of the brain through a defect in the skull is \_\_\_\_\_.
- A. craniectomy
  - B. craniocoele
  - C. encephalorrhagia
  - D. encephalotomy
17. A term that means pertaining to the tailbone is \_\_\_\_\_.
- A. coccygeal
  - B. coccyx
  - C. coccyxal
  - D. coccyxial
18. Excision of one or more bones of the wrist is \_\_\_\_\_.
- A. carpectomy
  - B. metacarpectomy
  - C. metatarsectomy
  - D. tarsectomy
19. A skeletal disorder in adults that is characterized by a disturbance in bone metabolism and usually caused by a deficiency in bone metabolism and usually caused by a deficiency of Vitamin D is \_\_\_\_\_.
- A. fascitis
  - B. gout
  - C. multiple myeloma
  - D. osteomalacia
20. Arthralgia means \_\_\_\_\_.
- A. exaggerated curvature of the spine from front to back
  - B. lateral curvature of the spine
  - C. painful joint
  - D. stiff joint

21. Inflammation of the lining of the heart is \_\_\_\_\_.
- A. endocarditis
  - B. myocardial infarction
  - C. myocarditis
  - D. pericarditis
22. An increased pulse rate is \_\_\_\_\_.
- A. bradycardia
  - B. tachycardia
  - C. hypertension
  - D. hypotension
23. Cardiopulmonary refers to \_\_\_\_\_.
- A. the heart and kidneys
  - B. the heart and lungs
  - C. the lungs and kidneys
  - D. the relationship between the kidneys, lungs, and heart
24. Cardiomegaly means \_\_\_\_\_.
- A. a severe cardiac arrhythmia
  - B. a device that is used to observe inside the heart
  - C. an electrical device that can adjust the heart rhythm
  - D. an enlarged heart
25. An increase in the total number of white blood cells is \_\_\_\_\_.
- A. leukemia
  - B. leucocytopenia
  - C. leukocytosis
  - D. leukopenia
26. A term that means a deficiency of oxygen is \_\_\_\_\_.
- A. anoxia
  - B. expiration
  - C. hyperoxemia
  - D. inspiration
27. Phrenic pertains to \_\_\_\_\_.
- A. breathing
  - B. dust
  - C. the chest
  - D. the diaphragm
28. Effusion of fluid into the air spaces and tissue spaces of the lung is \_\_\_\_\_.
- A. bronchiectasis
  - B. pneumoconiosis
  - C. pulmonary edema
  - D. tuberculosis

29. A watery discharge from the nose is called \_\_\_\_\_.
- A. nasopharyngitis
  - B. nasosinusitis
  - C. rhinorrhagia
  - D. rhinorrhea
30. Endotracheal pertains to \_\_\_\_\_.
- A. behind the voice box
  - B. behind the windpipe
  - C. inside the voice box
  - D. within the windpipe
31. Stomatitis is \_\_\_\_\_.
- A. inflammation of the mouth
  - B. inflammation of the stomach
  - C. inflammation of a stomach
  - D. irrigation of a stomach
32. Duodenal pertains to \_\_\_\_\_.
- A. a part of the small intestine
  - B. a part of the large intestine
  - C. one of the accessory organs of digestion
  - D. part of the stomach
33. Cirrhosis is a disease of the \_\_\_\_\_.
- A. gallbladder
  - B. liver
  - C. pancreas
  - D. stomach
34. Inflammation of the bile ducts is \_\_\_\_\_.
- A. cholangitis
  - B. cholecystitis
  - C. cholelithiasis
  - D. colitis
35. Excessive urination is \_\_\_\_\_.
- A. hyperemesis
  - B. hyperuricemia
  - C. polydipsia
  - D. polyuria
36. Softening of the kidney is \_\_\_\_\_.
- A. nephritis
  - B. nephromalacia
  - C. nephrosclerosis
  - D. nephrosis

37. Cystoscopy is \_\_\_\_\_.
- A. an instrument used in an endoscopic examination
  - B. examination of the urinary bladder
  - C. excision of a cyst
  - D. herniation of the bladder
38. A toxic condition associated with renal insufficiency or renal failure is \_\_\_\_\_.
- A. hematuris
  - B. hemodialysis
  - C. nephrosis
  - D. uremia
39. Surgical crushing of a stone is \_\_\_\_\_.
- A. lithotripsy
  - B. lithotrite
  - C. nephrolith
  - D. pyelolithotomy
40. Colpocervical means pertaining to the \_\_\_\_\_.
- A. cervix uteri and the vagina
  - B. face and neck region
  - C. uterus and the uterine tubes
  - D. vagina and the uterus

**PART II: Terminology:** Write the proper term for the following:

1. abnormal fear of fire \_\_\_\_\_
2. any disease of the eye \_\_\_\_\_
3. surgical removal of a gland \_\_\_\_\_
4. resembling mucus \_\_\_\_\_
5. pertaining to the ear \_\_\_\_\_
6. any disease of the ear \_\_\_\_\_
7. study of fungi \_\_\_\_\_
8. paralysis of all four extremities \_\_\_\_\_
9. a benign fatty tumor \_\_\_\_\_
10. a red blood cell \_\_\_\_\_
11. behind and above \_\_\_\_\_
12. large organs in the ventral cavity \_\_\_\_\_
13. pertaining to the abdomen and thorax \_\_\_\_\_
14. pertaining to the head and pelvis \_\_\_\_\_
15. capable of breaking up mucus \_\_\_\_\_
16. pertaining to the ilium and the pubis \_\_\_\_\_
17. loss of calcium from bone \_\_\_\_\_
18. herniation of the muscle \_\_\_\_\_
19. below the cartilage \_\_\_\_\_
20. puncture of a joint \_\_\_\_\_

**Medical Office Job 1: *Examination***--Please key the following in **S.O.A.P.** report format.

Date: 2/1/04

Date of Birth: 1/16/48

Name: Richard Solomon

Chief Complaint: Patient is a 56-year old, single black male who was here for a yearly exam. He states he has been feeling well and has no specific concerns.

Social History: He is currently working as a sales representative for a software company.

Past Medical History: Allergic to sulfur drugs. Does not smoke. Has not had any major illnesses.

Family History: Maternal grandmother had breast cancer; father had diabetes.

Assessment:

HEENT: Negative

Neck: Thyroid is normal.

Heart, Lungs, and Abdomen: Within normal limits.

Impression: Normal exam.

Plan: Return to clinic in one year, sooner PRN.

David Green, M.D.



# MEDICAL OFFICE PROCEDURES (28)

## *KEY*

### Regional—2004

	POINTS POSSIBLE	POINTS RECEIVED
Multiple-Choice Questions	200 (40 @ 5 points)	_____
Medical Terminology	100 (20 @ 5 points)	_____
Medical Office Job One	100	_____
<b><i>TOTAL POINTS POSSIBLE</i></b>	<b><u>400</u></b>	
<b><i>TOTAL POINTS RECEIVED</i></b>		_____

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***Graders:***

When grading computer-generated problems, refer to the Style and 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: Multiple-Choice Questions (*Recorded on scantron sheet*)**  
**5 Points Each = 200 Points Total**

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- |     |   |     |   |
|-----|---|-----|---|
| 1.  | D | 21. | A |
| 2.  | B | 22. | B |
| 3.  | C | 23. | B |
| 4.  | B | 24. | D |
| 5.  | C | 25. | C |
| 6.  | B | 26. | A |
| 7.  | B | 27. | D |
| 8.  | A | 28. | C |
| 9.  | C | 29. | D |
| 10. | C | 30. | D |
| 11. | A | 31. | A |
| 12. | B | 32. | A |
| 13. | A | 33. | B |
| 14. | D | 34. | A |
| 15. | D | 35. | D |
| 16. | B | 36. | B |
| 17. | A | 37. | B |
| 18. | A | 38. | D |
| 19. | D | 39. | A |
| 20. | C | 40. | A |



## **Part II: Word Meanings - 5 Points Each = 100 Points Total**

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**PART II: Terminology:** Write the proper term for the following:

- |   |                  |
|---|------------------|
| 1. abnormal fear of fire                  | pyrophobia       |
| 2. any disease of the eye                 | ophtahlmopathy   |
| 3. surgical removal of a gland            | adenectomy       |
| 4. resembling mucus                       | mucoid           |
| 5. pertaining to the ear                  | otic             |
| 6. any disease of the ear                 | otopathy         |
| 7. study of fungi                         | mycology         |
| 8. paralysis of all four extremities      | quadriplegia     |
| 9. a benign fatty tumor                   | lipoma           |
| 10. a red blood cell                      | erythrocyte      |
| 11. behind and above                      | posterosuperior  |
| 12. large organs in the ventral cavity    | viscera          |
| 13. pertaining to the abdomen and thorax  | abdominothoracic |
| 14. pertaining to the head and pelvis     | cephalopelvic    |
| 15. capable of breaking up mucus          | mucolytic        |
| 16. pertaining to the ilium and the pubis | iliopubic        |
| 17. loss of calcium from bone             | decalcification  |
| 18. herniation of the muscle              | myocele          |
| 19. below the cartilage                   | subchondral      |
| 20. puncture of a joint                   | arthrocentesis   |



### Part III: Medical Office Job One

Patient Name: Richard Solomon  
Date of Birth: January 16, 1948  
Date of Exam: February 1, 2004

PCP: David Green, M.D.  
Sex: Male

**SUBJECTIVE:** The patient is a 56-year old, single black male who was here for a yearly exam.  
He states he has been feeling well and has no specific concerns.

**SOCIAL HISTORY:** He is currently working as a sales representative for a software company.

**PAST MEDICAL HISTORY:** Allergic to sulfur drugs. Does not smoke. Has not had any major illnesses.

**FAMILY HISTORY:** Maternal grandmother had breast cancer; father had diabetes.

**ASSESSMENT:**

1. HEENT: Negative
2. Neck: Thyroid is normal.
3. Heart, Lungs and Abdomen: Within normal limits.
4. Impression: Normal exam.

**PLAN:** Return to clinic in one year, sooner PRN.

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David Green, M.D.

DG:xx  
T:Current Date  
D:02/01/2004

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### Scoring: 100 Points

#### *Mailability Standards:*

0 errors	=	100 points
1 error	=	90 points
2-3 errors	=	70 points
More than 3 errors	=	0 points