

MEDICAL OFFICE PROCEDURES (28)

Regional—2009

Multiple Choice (40 @ 5 pts. each) _____ (200 pts.)

Production Standards

Job 1 --Medical Abbreviations (20 @ 5pts) _____ (100 pts.)

Job 2 --Medical Transcription _____ (100 pts.)

TOTAL POINTS _____ (400 pts.)

- 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.**

No more than ten (10) minutes orientation
No more than 60 minutes actual testing time
No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

General Instructions

1. Answer the objective questions using the Scantron scoring sheet provided.
2. Make certain this test booklet contains pages 1-11.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should **NOT** appear on any work you submit. **Key your contestant number and job number as a footer in the lower left-hand corner of all work submitted.**
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order.

Part I: Multiple-Choice Questions (*Record answers on scantron sheet*)

1. Inflammation of the thyroid gland:
 - (a) thyroiditis
 - (b) promania
 - (c) pneumonia
 - (d) hyperemesis

2. Medical screening of patients to determine their relative priority of need and the proper place of treatment:
 - (a) hypoxia
 - (b) triage
 - (c) cutaneous
 - (d) epidermis

3. A vaginal inflammation caused by the protozoan parasite trichomonas vaginalis:
 - (a) keratin
 - (b) trichomonas
 - (c) lipoma
 - (d) sebum

4. Pain in the urethra:
 - (a) urethralgia
 - (b) urethrorrhagia
 - (c) urethrocele
 - (d) urethrostenosis

5. Hernia in the urethral wall:
 - (a) urethralgia
 - (b) urethrorrhagia
 - (c) urethrocele
 - (d) urethrostenosis

6. Bleeding from the urethra:
 - (a) urethralgia
 - (b) urethrorrhagia
 - (c) urethrocele
 - (d) urethrostenosis

7. A stricture of the urethra:
 - (a) urethralgia
 - (b) urethrorrhagia
 - (c) urethrocele
 - (d) urethrostenosis

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8. A disorder in which the eyes cannot be directed in a parallel manner toward the same object:
 - (a) follicle
 - (b) strabismus
 - (c) diagnosis
 - (d) vesicle

9. Surgical removal of the stapes, which is a bone of the middle ear:
 - (a) impetigo
 - (b) tinea
 - (c) stapedectomy
 - (d) verruca

10. Injury to the joint such as an ankle, knee or wrist involving stretched or torn ligaments:
 - (a) deafness
 - (b) hernia
 - (c) strain
 - (d) diopter

11. Inflammation of the spleen:
 - (a) keloid
 - (b) dermis
 - (c) splenitis
 - (d) paronychia

12. A sudden, violent involuntary contradiction of a muscle or a group of muscles: also known as a cramp:
 - (a) vesicle
 - (b) spasm
 - (c) pustule
 - (d) fissure

13. Inflammation of the sinuses:
 - (a) tinea
 - (b) sinusitis
 - (c) scabies
 - (d) furuncle

14. Closing a wound or incision by stitching or a similar means:
 - (a) suturing
 - (b) impetigo
 - (c) vertebra
 - (d) thorax

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15. Pain caused by the muscles tearing away from the tibia:
- (a) sternum
 - (b) hyoid
 - (c) axial
 - (d) Shin splints
16. Inflammation of the retina:
- (a) abduction
 - (b) transverse
 - (c) Colles fracture
 - (d) retinitis
17. Any position in which the patient is lying down:
- (a) adduction
 - (b) recumbent
 - (c) impacted
 - (d) compound
18. A specialist in diagnosing, treating, and correcting disorders of the feet:
- (a) podiatrist
 - (b) eversion
 - (c) flexion
 - (d) orthopedics
19. Inflammation of the visceral and parietal pleura in the thoracic cavity:
- (a) pleurisy
 - (b) pituitary
 - (c) thymus
 - (d) pancreas
20. Surgical removal of the rectum:
- (a) cyanosis
 - (b) venotomy
 - (c) proctectomy
 - (d) lipoproteins
21. Any pus-forming skin disease:
- (a) tracheotomy
 - (b) pyoderma
 - (c) larynx
 - (d) carbon

22. Loss of sensation and voluntary muscle movements through disease or injury to the muscle's nerve supply:
- (a) lumen
 - (b) paralysis
 - (c) alveolus
 - (d) sputum
23. A plant or animal that lives on or within another living organism at the expense of that organism:
- (a) naris
 - (b) brocus
 - (c) sodium
 - (d) parasite
24. Involving one ear:
- (a) polyuria
 - (b) meatotomy
 - (c) enuresis
 - (d) monaural
25. The substance secreted by the mucous membranes:
- (a) lithotomy
 - (b) mucus
 - (c) pyelitis
 - (d) pyuria
26. An acute viral disease characterized by swelling of the parotid glands:
- (a) dysuria
 - (b) mumps
 - (c) diuretic
 - (d) nocturia
27. Muscle tenderness or pain:
- (a) myalgia
 - (b) polyuria
 - (c) dysuria
 - (d) oliguria
28. A pathologic change of the tissues due to disease or injury:
- (a) lesion
 - (b) oliguria
 - (c) nocturia
 - (d) stasis

29. Inflammation of the larynx:

- (a) aphasia
- (b) laryngitis
- (c) shingles
- (d) idiopathic

30. Surgical removal of fat beneath the skin:

- (a) meningocele
- (b) lipectomy
- (c) pica
- (d) syncope

31. The prolonged or abnormal inability to sleep:

- (a) aphasia
- (b) lethargy
- (c) insomnia
- (d) glioma

32. An abnormally raised or thickened scar that is usually smooth and shiny:

- (a) keloid
- (b) hypoxia
- (c) Petit mal
- (d) neuralgia

33. The loss of a large amount of blood in a short time:

- (a) rale
- (b) hemorrhage
- (c) reflux
- (d) typhoid

34. To control bleeding:

- (a) sciatica
- (b) scotoma
- (c) hemostasis
- (d) primipara

35. Inflammation of the liver:

- (a) allogenic
- (b) icterus
- (c) hepatitis
- (d) injection

36. Protrusion of part of the stomach through the esophageal sphincter in the diaphragm:
- (a) kyphosis
 - (b) hernia
 - (c) clubbing
 - (d) exostosis
37. Excessive vomiting:
- (a) alopecia
 - (b) ankylosis
 - (c) curettage
 - (d) hyperemesis
38. The abnormal formation of fibrous tissue:
- (a) anomaly
 - (b) cyst
 - (c) ileus
 - (d) fibrosis
39. Rapid, random, and ineffective contractions of the heart:
- (a) amebic
 - (b) obesity
 - (c) otitis media
 - (d) fibrillation
40. Increased intraocular pressure that damages the optic nerve and may cause the loss of peripheral vision and eventually blindness:
- (a) diopter
 - (b) glaucoma
 - (c) cystolith
 - (d) hordeolum

Job 1 – Suffixes And Prefixes

Below are frequently used Suffixes and Prefixes. Write out the correct meaning of the suffix or prefix provided. (*Attach to Score Sheet*)

SUFFIXES

1. tomy 1. _____
2. scopy 2. _____
3. logy 3. _____
4. ia 4. _____
5. gram 5. _____
6. itis 6. _____
7. al 7. _____
8. ism 8. _____
9. oid 9. _____
10. oma 10. _____

PREFIXES

11. trans 11. _____
12. anti 12. _____
13. dia 13. _____
14. dys 14. _____
15. peri 15. _____
16. sub 16. _____
17. epi 17. _____
18. mega 18. _____
19. endo 19. _____
20. hypo 20. _____

Job 2 - Medical Transcription – Examination- Please key the following in SOAP report format.
(Attach to Score Sheet)

Thank you for referring Joey Jones a male born on 4/2/1977. This patient who was seen on September 3, 2008 at KU Med West about a possible hearing loss in the right ear or just a feeling of blockage. He seems to feel that he does not hear as well, especially with regard to clarity of the spoken word and especially when hearing in background ambient sound. No history of noise exposure; no history of imbalance, and tinnitus is only a minimal buzzing of intermittent nature.

The examination revealed a normal ear, nose, throat, head, and neck exam.

The Audiometric testing done in the lab does reveal a normal to moderate sensorineural hearing loss in the right ear and a normal to marginal to moderate sensorineural loss in the left ear.

Diagnosis is a marginal to mild sensorineural hearing loss, minimally worse left ear.

Because of the slight asymmetry in the speech area, I am going to send him for an ABR study, although I suspect it will be normal. Hearing loss is not sufficient to warrant amplification at this time but assuming his ABR is normal, I have only recommended reassessment in two years.

Dictation Date: September 5, 2008

Transcription Date: September 11, 2008

Dr. Samantha Newsomth



MEDICAL OFFICE PROCEDURES (28)

Regional – 2009

TOTAL POINTS _____ **(335)**

Judges/Graders:

Please double-check and verify all scores!

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PART I: Multiple-Choice Questions (*Record answers on scantron sheet*)

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

Job 1 – Suffixes and Prefixes

Suffixes

- | | |
|----------|----------------------------------|
| 1. tomy | 1. process of cutting, incision |
| 2. scopy | 2..process of visually examining |
| 3. logy | 3. study of |
| 4. ia | 4. condition of |
| 5. gram | 5. record |
| 6. itis | 6. inflammation |
| 7. al | 7. pertaining to |
| 8. ism | 8. process |
| 9. oid | 9. like, resembling |
| 10. oma | 10. tumor |

Prefixes

- | | |
|-----------|----------------------------------|
| 11. trans | 11. across, through |
| 12. anti | 12. against |
| 13. dia | 13. through, complete |
| 14 dys | 14. abnormal, painful, difficult |
| 15. peri | 15. around, surrounding |
| 16. sub | 16. under, below |
| 17. epi | 17. above, upon |
| 18. mega | 18. large |
| 19. endo | 19. within |
| 20. hypo | 20.deficient, below |

Job 2 - Medical Transcription

(See Attached SOAP REPORT) Please refer to Style and Reference Manual for correct spacing.

Scoring: 100 Points

Standards

0 Errors = 100

1 Error = 90

2 Errors = 70

3+ Errors = 0

**S.O.A.P. Medical Transcription
Form**

All Margins: 1"

Patient Name: Joey Jones
Date of Birth: 04/02/1977
Date of Exam: 09/03/2008

PCP: KU Med West

Sex: Male

SUBJECTIVE: Patient who was seen about possible hearing loss in the right ear, or just a feeling of blockage. He seems to feel that he does not hear as well, especially with regard to clarity of the spoken word and especially when hearing in background ambient sound. No history of noise exposure; no history of imbalance, and tinnitus is only a minimal buzzing of intermittent nature. Initial exam reveals a normal ear, nose, throat, head and neck exam.

OBJECTIVE: Audiometric testing does reveal a normal to moderate sensorineural hearing loss in the right ear and a normal to marginal to moderate sensorineural loss in the left ear.

ASSESSMENT: 1. Marginal to mild sensorineural hearing loss, minimally worse left ear.

PLAN: Because of the slight asymmetry in the speech area, patient will go for an ABR study. Hearing loss is not sufficient to warrant amplification at this time but assuming his ABR is normal reassessment in two years is recommended.

Dr. Samantha Newsomth

SN:(Contestant Number)

D: 09/05/2008
T: 09/11/2008