

# MEDICAL OFFICE PROCEDURES (250)

## REGIONAL – 2019

### Part I: Multiple Choice & Short Answer

Multiple Choice (20 @ 5 points each)	_____	(100 points)
Medical Words - Prefixes (10 @ 5 points each)	_____	(50 points)
Matching (10 @ 5 points each)	_____	(50 points)

### Part II: Production

Job 1: SOAP	_____	(100 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(300 points)</i></b>

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

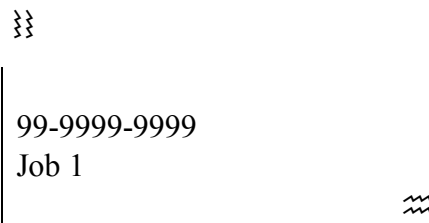
- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.**
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten,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

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

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*Workplace Skills Assessment Program* competition.

## GENERAL INSTRUCTIONS

1. Use the Scantron scoring sheet provided for the objective portion of the test.
2. Make certain this test booklet contains the Parts I-II.
3. Key Part II according to the instructions given.
4. Correct any obvious keyboarding errors and incorporate any editing notations.
5. Correct any errors in formatting. Use formatting shown in the *Style & Reference Manual*.
6. For any problem where you would normally key your reference initials, key your contestant number. Your name or initials should *not* appear on any work you submit.
7. Key your contestant number and job number as the footer in the lower left-hand corner of all work submitted unless otherwise specified.

Example: 

8. If you finish before the end of the 60 minutes of testing, notify the proctor. Time may be a factor in determining a winner when there is a tie score.
9. When turning in your materials, place your scoring sheet on top of your jobs. The jobs should be arranged in numerical order.

<b>Production Standards</b>	
0 errors	100 points
1 error	90 points
2 errors	70 points
3 errors	50 points
4+ errors	0 points

**Part I - Identify the letter of the choice that best completes the statement or answers the question.**

1. A group of signs and symptoms that occur together is called a(n):
  - a. Remission
  - b. Analysis
  - c. Prognosis
  - d. Syndrome
  
2. The thyroid gland is an example of an \_\_\_\_\_ gland.
  - a. Epidural
  - b. Epidermis
  - c. Endocrine
  - d. Esophageal
  
3. Removal of the pharyngeal lymph tissue is called:
  - a. Tracheotomy
  - b. Nephrectomy
  - c. Neurotomy
  - d. Tonsillectomy
  
4. The combining form for “blood vessel” is:
  - a. Angi/o
  - b. Erythr/o
  - c. Hem/o
  - d. Arthr/o
  - e.
  
5. An instrument used to view the eye:
  - a. Otoscope
  - b. Ophthalmoscope
  - c. Ophthalmoscopy
  - d. Otoscopy
  
6. Axial is another name for \_\_\_\_\_.
  - a. Anterior
  - b. Transverse
  - c. Posterior
  - d. Lateral

7. A term meaning “before birth” is:
  - a. Postpartum
  - b. Neonatal
  - c. Antigen
  - d. Antepartum
  
8. Inflammation of the kidney
  - a. Colitis
  - b. Nephritis
  - c. Hepatitis
  - d. Enteritis
  
9. A slow heartbeat is called:
  - a. Myocardial infarction
  - b. Tachycardia
  - c. Bradycardia
  - d. Tachypnea
  
10. Nerve pain is called:
  - a. Neuralgia
  - b. Arthralgia
  - c. Neuritis
  - d. Cephalgia
  
11. A word part meaning “under”, “deficient”, or “less than normal” is:
  - a. hypo-
  - b. trans-
  - c. hyper-
  - d. re-
  - e. -
  
12. Doctor who specializes in the treatment of blood disorders:
  - a. Hepatitis
  - b. Hematologist
  - c. Hemoglobin
  - d. Psychiatrist
  
13. “Clinical” means pertaining to:
  - a. Laboratory research
  - b. Patient care
  - c. The lung
  - d. Time

14. Enlargement of the heart:
  - a. Nephromegaly
  - b. Hepatomegaly
  - c. Myocardial infarction
  - d. Cardiomegaly
  
15. Prefixes meaning excessive is:
  - a. Hyper-
  - b. Dys-
  - c. Hypo-
  - d. Syn-
  - e.
  
16. The voice box is:
  - a. Trachea
  - b. Esophagus
  - c. Larynx
  - d. Pharynx
  
17. A myocardial infarction is a(n):
  - a. Inflammation of a joint
  - b. Stroke
  - c. Enlargement of the liver
  - d. Heart attack
  
18. Incision of the abdomen is called:
  - a. Laparotomy
  - b. Laparoscopy
  - c. Gastroscopy
  - d. Rhinotomy
  
19. A term meaning “pertaining to the throat” is:
  - a. Pharyngeal
  - b. Laryngeal
  - c. Esophageal
  - d. Tracheal
  
20. The suffix –osis means:
  - a. Visual examination
  - b. Inflammation
  - c. Excessive condition
  - d. Tumor

Contestant Number \_\_\_\_\_

*(Attach to work to be submitted for grading)*

**Part II—Prefixes @ 5 points each = 50 points**

Select the correct meaning in each of the following statements:

1. Dys- and mal- both mean:
  - A. outside
  - B. good
  - C. bad
  
2. Hypo- and sub- both mean:
  - A. under
  - B. above
  - C. outside
  
3. Epi- and hyper- both mean:
  - A. inside
  - B. beneath
  - C. above
  
4. Con- and syn- both mean:
  - A. apart
  - B. near
  - C. with
  
5. Ultra- and meta- both mean:
  - A. new
  - B. beyond
  - C. without
  
6. Ante-, pre-, and pro- all mean:
  - A. before
  - B. surrounding
  - C. between
  
7. Ec- and extra- both mean:
  - A. within
  - B. many
  - C. outside

8. Endo-, intra-, and in- all mean:

- A. painful
- B. within
- C. through

9. Post-, re-, and retro- all mean:

- A. behind
- B. slow
- C. together

10. Uni- means:

- A. one
- B. two
- C. three

Contestant Number \_\_\_\_\_

*(Attach to work to be submitted for grading)*

**Part III—Matching @ 5 points each = 50 points (Specialties)**

- |                       |                  |
|-----------------------|------------------|
| A. Anesthesiology     | F. Ophthalmology |
| B. Dermatology        | G. Pathology     |
| C. Emergency Medicine | H. Pediatrics    |
| D. Family Practice    | I. Psychiatry    |
| E. Internal Medicine  | J. Radiology     |

1. \_\_\_\_\_ Primary care of all members of the family on a continuing basis
2. \_\_\_\_\_ Diagnosis using x-ray studies including ultrasound and magnetic resonance imaging (MRI)
3. \_\_\_\_\_ Administration of agents capable of bringing about a loss of sensation
4. \_\_\_\_\_ Diagnosis and treatment of disorders of the mind
5. \_\_\_\_\_ Diagnosis and treatment of usually complex, nonsurgical disorders in adults
6. \_\_\_\_\_ Diagnosis and treatment of children's disorders
7. \_\_\_\_\_ Care of patients that requires sudden and immediate action
8. \_\_\_\_\_ Diagnosis and treatment of eye disorders
9. \_\_\_\_\_ Diagnosis and treatment of skin disorders
10. \_\_\_\_\_ Diagnosis of the cause and nature of disease



**Directions:**

Please prepare the following medical document using proper SOAP formatting. Use today's date as the date of transcription; use yesterday's date for dictation. Correct any misspelled words.

**Part IV: SOAP Documentation – 100 points**

The patient's name is Sylvia C. Dorsey, and her date of birth is April 1, 2000.

S: Patient presents with mild urinary urgency and frequency. Patient has also frequent lower abdominal pain, but no other abnormal symptoms.

O: Temperature, 98.6 degrees. Pulse, 76 and regular. Respirations, 18. Abdominal exam reveals mild suprapubic tenderness; otherwise, exam is unremarkable

A: Suspect urethritis.

P: Patient placed on a 7-day course of Ciprofloxacin 500 mg b.i.d. Should drink at least eight glasses of water daily. RTC is not improving.

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Katharine Balent, M.D.



# MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2019

**Multiple Choice & Short Answer:**

Multiple Choice (20 @ 5 points each)	_____	(100 points)
Medical Words - Prefixes (10 @ 5 points each)	_____	(50 points)
Matching (10 @ 5 points each)	_____	(50 points)

**Production:**

Job 1: SOAP	_____	(100 points)
<b><i>TOTAL POINTS</i></b>	_____	<b><i>(300 points)</i></b>

**Graders: Please double check and verify all  
scores and answer keys!**

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**Part I—Multiple Choice: 20 @ 5 points each = 100 points**

1. **D**
2. **C**
3. **D**
4. **A**
5. **B**
6. **B**
7. **D**
8. **B**
9. **C**
10. **A or C (error on test)**
11. **A**
12. **B**
13. **C**
14. **D**
15. **A**
16. **C**
17. **D**
18. **A**
19. **A**
20. **C**



Contestant Number \_\_\_\_\_

*(Attach to work to be submitted for grading)*

**Part II—Prefixes @ 5 points each = 50 points**

Select the correct meaning in each of the following statements:

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



Contestant Number \_\_\_\_\_

*(Attach to work to be submitted for grading)*

**Part III—Matching @ 5 points each = 50 points (Specialties)**

- |                       |                  |
|-----------------------|------------------|
| A. Anesthesiology     | F. Ophthalmology |
| B. Dermatology        | G. Pathology     |
| C. Emergency Medicine | H. Pediatrics    |
| D. Family Practice    | I. Psychiatry    |
| E. Internal Medicine  | J. Radiology     |

1. **D** Primary care of all members of the family on a continuing basis
2. **J** Diagnosis using x-ray studies including ultrasound and magnetic resonance imaging (MRI)
3. **A** Administration of agents capable of bringing about a loss of sensation
4. **I** Diagnosis and treatment of disorders of the mind
5. **E** Diagnosis and treatment of usually complex, nonsurgical disorders in adults
6. **H** Diagnosis and treatment of children's disorders
7. **C** Care of patients that requires sudden and immediate action
8. **F** Diagnosis and treatment of eye disorders
9. **B** Diagnosis and treatment of skin disorders
10. **G** Diagnosis of the cause and nature of disease



**Part V: SOAP Documentation – 100 points**

**NOTE TO GRADERS:** There may be variations in wording and minor formatting as long as it does not change the context of the report. Should follow the *Style & Reference Manual*.

Patient Name: Sylvia C. Dorsey

Date of Birth: 04/01/2000

SEX: F

Date of Exam:

**SUBJECTIVE:** Patient presents with mild urinary urgency and frequency. Patient has also frequent lower abdominal pain, but no abnormal vaginal symptoms.

**OBJECTIVE:** Temperature, 98.6 degrees. Pulse, 76 and regular. Respirations, 18. Abdominal exam reveals mild suprapubic tenderness; otherwise, exam is unremarkable.

**ASSESSMENT:** Suspect urethritis.

**PLAN:** Patient placed on a 7-day course of Ciprofloxacin 500 mg b.i.d. Should drink at least 8 glasses of water daily. RTC is not improving.

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Katharine Balent, M.D.

KB:Contestant #

D: mm/dd/yyyy (was told to use yesterday's date)

T: mm/dd/yyyy (was told to use today's date)

Contestant #

Job #