

MEDICAL OFFICE PROCEDURES (28)

REGIONAL 2011

CONTESTANT ID# _____ START TIME _____ END TIME _____



Part I	20 questions @ 5 each =	<u>100 points</u>
Part II	15 questions @ 3 each =	<u>30 points</u>
Part III	15 questions @ 3 each =	<u>30 points</u>
Part IV	15 questions @ 3 each =	<u>30 points</u>

TOTAL POINTS **190 points**

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 60 minutes testing time

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Part I Each one worth five points each = 100 points

Circle the best answer to the following:

1. In SOAP charting, the "P" stands for:
 - a. patient
 - b. post
 - c. possible
 - d. plan

2. What are the lower chambers of the heart called?
 - a. ventricles
 - b. venules
 - c. tricuspid valves
 - d. arterioles

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

4. The medical term for inflammation of the brain is:
 - a. hepatitis
 - b. nephrotomy
 - c. encephalitis
 - d. gastrectomy

5. The element hepat- means:
 - a. kidney
 - b. head
 - c. neck
 - d. liver

6. What is the medical term for spitting blood?
 - a. bronchitis
 - b. hematemesis
 - c. apnea
 - d. hemoptysis

7. In which body system would you find information on asthma?
 - a. respiratory
 - b. male reproductive
 - c. female reproductive
 - d. cardiovascular

8. The basal layer refers to:
 - a. the respiratory system
 - b. the digestive tract
 - c. the skin
 - d. the nervous system

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

10. SLE is the standard abbreviation for:
 - a. statute of limitations expired
 - b. systemic lupus erythematosus
 - c. status of lower extremities
 - d. serum lactate enzyme

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

12. The largest part of the brain is the
 - a. thalamus
 - b. cerebellum
 - c. cerebrum
 - d. hypothalamus

13. Gastro- means:
 - a. sugar
 - b. liver
 - c. stomach
 - d. kidney

14. All of the following refer to red blood cells EXCEPT:
- erythrocytopenia
 - hemoglobin
 - erythrocytosis
 - leukocytosis
15. All are major areas of lymphatic tissue EXCEPT:
- tonsils
 - brain
 - adenoids
 - spleen
16. Which of the following is a part of the small intestine?
- ileum
 - colon
 - pancreas
 - liver
17. The vessel carrying blood from the lower half of the body to the heart is:
- superior vena cava
 - inferior vena cava
 - coronary artery
 - jugular vein
18. Enlargement of the heart:
- tachycardia
 - cardiomegaly
 - hypercholesterolemia
 - hypoxia
19. Lateral means:
- itching
 - a horny skin cell
 - pertaining to the side
 - the half moon, white region on the fingernail
20. The inner lining of the heart is the:
- pericardium
 - myocardium
 - epicardium
 - endocardium

Part II Each one worth three points each = 30 points

Match the letter with the number that properly defines it.

a. ecchymosis	e. homeostasis	i. tachycardia
b. hepatectomy	f. gastritis	j. nephrectomy
c. CO ₂	g. mastication	k. O ₂
d. pruritus	h. purulent	l. deglutition

_____ 21. rapid heartbeat

_____ 22. pus-like

_____ 23. oxygen

_____ 24. black and blue mark

_____ 25. removal of the kidney

_____ 26. chewing

_____ 27. constant state of wellness

_____ 28. inflammation of the stomach

_____ 29. swallowing

_____ 30. itching

Part III

Indicate if the following words are spelled correctly (C) or incorrectly (I) for three points each = 30 points.

_____31. murmer

_____32. erythema

_____33. femer

_____34. proximal

_____35. stomache

_____36. conjestive

_____37. psoriasis

_____38. persistent

_____39. subqutaneous

_____40. superation

Part IV

Define the following for three points each = 30 points

41. p.r.n.

42. b.i.d.

43. Hippocrates:

44. triage:

45. inferior:

46. GU:

47. expressed consent:

48. TPR:

49. mediastinum

50. GI:



MEDICAL OFFICE PROCEDURES (28)



OPEN EVENT

KEY

Regional – 2011

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Part III	15 questions @ 3 each =	<u>30 points</u>
Part IV	15 questions @ 3 each =	<u>30 points</u>

TOTAL POINTS **190 points**

Judges/Graders:

Please double-check and verify all scores!

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Part I Each one worth five points each = 100 points

Circle the best answer to the following:

1. In SOAP charting, the “P” stands for:

d. plan

2. What are the lower chambers of the heart called?

a. ventricles

3. Which is a function of the liver?

d. release bilirubin

4. The medical term for inflammation of the brain is:

c. encephalitis

5. The element hepat- means:

d. liver

6. What is the medical term for spitting blood?

d. hemoptysis

7. In which body system would you find information on asthma?

a. respiratory

8. The basal layer refers to:

c. the skin

9. Which of the following is superior to the neck?

a. nose

10. SLE is the standard abbreviation for:

b. systemic lupus erythematosus

11. Which of the following structures are the smallest?

b. alveoli

12. The largest part of the brain is the

c. cerebrum

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13. Gastro- means:

c. stomach

14. All of the following refer to red blood cells EXCEPT:

d. leukocytosis

15. All are major areas of lymphatic tissue EXCEPT:

b. brain

16. Which of the following is a part of the small intestine?

a. ileum

17. The vessel carrying blood from the lower half of the body to the heart is:

b. inferior vena cava

18. Enlargement of the heart:

b. cardiomegaly

19. Lateral means:

c. pertaining to the side

20. The inner lining of the heart is the:

d. endocardium

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Part II Each one worth three points each = 30 points

___i___21. rapid heartbeat

___h___22. pus-like

___k___23. oxygen

___a___24. black and blue mark

___j___25. removal of the kidney

___g___26. chewing

___e___27. constant state of wellness

___f___28. inflammation of the stomach

___l___29. swallowing

___d___30. itching

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Part III

Indicate if the following words are spelled correctly (C) or incorrectly (I) for three points each = 30 points.

- I 31. murmer (murmur)
- C 32. erythema
- I 33. femer (femur)
- C 34. proximal
- I 35. stomache (stomach)
- I 36. conjestive (congestive)
- C 37. psoriasis
- C 38. persistent
- I 39. subqutaneous (subcutaneous)
- I 40. superation (suppuration)



Part IV (Actual wording may vary and still be correct.)

Define the following for three points each = 30 points

41. p.r.n. **as needed; as necessary**
42. b.i.d. **twice a day**
43. Hippocrates: **Father of medicine**
44. triage: **determining who will be seen and how quickly**
45. inferior: **closer to the bottom; opposite of superior**
46. GU: **genitourinary**
47. expressed consent: **patient providing written or verbal consent**
48. TPR: **temperature, pulse, and respirations**
49. mediastinum: **area between the lungs, containing heart, aorta, portion of esophagus**
50. GI: **gastrointestinal**