

# MEDICAL OFFICE PROCEDURES (250)

## REGIONAL – 2014

### Objective Section:

Multiple Choice (15 @ 5 points each)	_____	(75 points)
Abbreviations (15 @ 3 points each)	_____	(45 points)
Word Parts (15 @ 3 points each)	_____	(45 points)

### Production Portion:

Job 1: HPIP Medical Report	_____	(100 points)
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***TOTAL POINTS*** \_\_\_\_\_ ***(265 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 10 minutes orientation  
No more than 60 minutes actual testing time  
No more than 10 minutes wrap-up

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*Workplace Skills Assessment Program* competition.

**Part I—Multiple Choice: Directions: Please choose the best answer for the following questions and mark it on your Scantron. Be sure to write your contestant number and contest number on Scantron form. 5 points each = 75 points**

1. “K” is the symbol for \_\_\_\_\_.
  - A. Calcium
  - B. Barium
  - C. Potassium
  - D. Iron
  
2. A cytotechnologist \_\_\_\_\_.
  - A. Performs operations on the brain
  - B. Repairs the body cavity
  - C. Examines cellular abnormalities
  - D. None of the above
  
3. A pylorotomy is performed in which of the following body systems?
  - A. Cardiovascular
  - B. Gastrointestinal
  - C. Musculoskeletal
  - D. Reproductive
  
4. Which of the following is the plural form of the medical term that means chest?
  - A. Alveolu
  - B. Apices
  - C. Calyces
  - D. Thoraces
  
5. \_\_\_\_\_ is a term which means drainage from the nose.
  - A. Rhinorrhea
  - B. Rhinalgia
  - C. Rhinomegaly
  - D. Rhinorrhaphy
  
6. Cranioplasty means \_\_\_\_\_.
  - A. Softness of the skull
  - B. Surgical repair of the skull
  - C. Excision of a segment of the skull
  - D. Cutting into the skull
  
7. Which word means a general sense of weakness, discomfort, fatigue, or feeling run down that may occur alone or with other symptoms?
  - A. Malaise
  - B. Dorsalgia
  - C. Megalomania
  - D. Hypermesia

8. Which type of injection places a small amount of a drug just under the outer layer of skin?
  - A. Intramuscular
  - B. Intravenous
  - C. Intradermal
  - D. Subcutaneous
  
9. A drop in body temperature during prolonged exposure to cold is called \_\_\_\_\_.
  - A. Heatstroke
  - B. Hypothermia
  - C. Shock
  - D. Sunstroke
  
10. A compound fracture is \_\_\_\_\_.
  - A. The same as a combined fracture
  - B. One in which one fragment of bone is firmly driven into the other
  - C. One at right angles to the axis of the bone
  - D. A fracture of bone where the broken end has penetrated the skin
  
11. Colporrhaphy is the repair of the \_\_\_\_\_.
  - A. Vagina
  - B. Bladder
  - C. Uterus
  - D. Spleen
  
12. Pain in a joint is \_\_\_\_\_.
  - A. Arthralgia
  - B. Neuralgia
  - C. Chondrodynia
  - D. Tenalgia
  
13. Gastroenterology is \_\_\_\_\_.
  - A. The study of the stomach, intestines and associated diseases
  - B. One who specializes in the study of the stomach and intestines and associated diseases
  - C. The study of the rectum and associated diseases
  - D. One who specializes in the study of the rectum and associated diseases
  
14. Lumbar pertains to the \_\_\_\_\_.
  - A. Lower Back
  - B. Side
  - C. Sacrum
  - D. Tailbone
  
15. Pertaining to cartilage and ribs:
  - A. Hematemesis
  - B. Cranioplasty
  - C. Costomalacia
  - D. Chondrocostal

**Part II—Medical Abbreviations—3 Points Each = 45 Points Total**

Write the abbreviation for each word:

1. biopsy \_\_\_\_\_
2. catheter \_\_\_\_\_
3. times \_\_\_\_\_
4. skilled nursing facility \_\_\_\_\_
5. water \_\_\_\_\_
6. one-half \_\_\_\_\_
7. symptoms \_\_\_\_\_
8. left eye \_\_\_\_\_
9. when necessary \_\_\_\_\_
10. National Provider Identification Number \_\_\_\_\_
11. oxygen \_\_\_\_\_
12. out of bed \_\_\_\_\_
13. explanation of benefits \_\_\_\_\_
14. three times a day \_\_\_\_\_
15. right ear \_\_\_\_\_

**Part III—Word Elements - Write the correct definition for the following word parts. Be sure to follow proper capitalization rules.**

**Define the following elements for 3 points each = 45 points**

1. rhin- \_\_\_\_\_
2. my- \_\_\_\_\_
3. iso- \_\_\_\_\_
4. -emia \_\_\_\_\_
5. cardi- \_\_\_\_\_
6. micro- \_\_\_\_\_
7. bronch- \_\_\_\_\_
8. exo- \_\_\_\_\_
9. enter- \_\_\_\_\_
10. homo- \_\_\_\_\_
11. gastr- \_\_\_\_\_
12. -megaly \_\_\_\_\_
13. -emesis \_\_\_\_\_
14. -ectomy \_\_\_\_\_
15. labi- \_\_\_\_\_

**Part IV—Medical Report—100 points possible**

Key the following report for Dr. Robert Miller using HPIP formatting and today's date for the date of the exam, transcription and dictation. **Print and attach to work for grading. Be sure to include contestant number on work.**

Name: Leonard Ivey

Date: Current

Date of Birth: May 17, 1959

The patient is a 53-year old white male who complained of a sore throat for several days now with signs of an infection. He indicated his phlegm was clear.

No medications.

Physical Examination:

VITAL SIGNS: Blood pressure 120/80, pulse 82, respirations 20, temperature 96.8°.

HEENT: Contusion over right occiput. Tympanic membranes benign.

NECK: Nontender.

CHEST: Atraumatic, nontender.

LUNGS: Clear to auscultation and percussion.

ABDOMEN: Flat, soft, and nontender.

BACK: Atraumatic, nontender.

PELVIS: Stable.

EXTRIMITIES: Contusion over right forearm. No underlying bone deformity or crepitus.

RECTAL: Normal sphincter tone; guaiac negative.

NEUROLOGIC: Glasgow coma scale 15. Pupils equal, round, reactive to light. Patient moves all 4 extremities without focal deficit.

Impression: Severe sore throat; culture taken. Issued prescription for Kelfex, 1 tablet 4x a day.

Plan: The patient is to complete all medications and follow up with the doctor in a week. If throat gets worse, the patient is to contact the office immediately.



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### Production:

Job 1: HPIP Medical Report	_____	(100 points)
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***TOTAL POINTS*** \_\_\_\_\_ ***(265 points)***

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

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**Part I—Multiple Choice: Each one worth 5 points = 75 points**

1. C
2. C
3. B
4. D
5. A
6. B
7. A
8. C
9. B
10. D
11. A
12. A
13. A
14. A
15. D





**Part II—Medical Abbreviations—3 Points Each = 45 Points Total**

1. bx
2. cath
3. x or X
4. SNF
5. H2O
6. ½ or ss
7. sx
8. OS
9. p.r.n.
10. NPIN
11. O2
12. OOB
13. EOB
14. t.i.d.
15. AD



**Part III**

**Medical Word Elements—3 Points Each = 45 Points Total**

Write the meaning of each medical word:

1. nose
2. muscle
3. equal
4. blood
5. heart
6. little, small
7. bronchus, bronchi
8. outside, outer
9. intestines
10. same
11. stomach
12. enlargement
13. vomit, emesis
14. removal or excision
15. lips



**Part IV—HPIP: 100 Points Possible**

**TO THE GRADER:** There may be a variation in use of abbreviations and sentence structure (such as use of commas or periods with vitals and use of symbol for degrees.) There is no need to have complete sentences in Physical Exam paragraph.

Patient Name: Leonard Ivey

PCP: Robert Miller

Date of Birth: 05/17/59

Date of Exam: (to use today's date)

Sex: Male

**HISTORY OF PRESENT ILLNESS:** The patient is a 53-year-old white male who complained of a sore throat for several days now with signs of an infection. He indicated his phlegm was clear.

**MEDICATIONS:** None.

**PHYSICAL EXAMINATION:** VITAL SIGNS: Blood pressure 120/80, pulse 82, respirations 20, temperature 96.8°. HEENT: Contusion over right occiput. Tympanic membranes benign. NECK: Nontender. CHEST: Atraumatic, nontender. LUNGS: Clear to auscultation and percussion. ABDOMEN: Flat, soft, and nontender. BACK: Atraumatic, nontender. PELVIS: Stable. EXTREMITIES: Contusion over right forearm. No underlying bone deformity or crepitus. RECTAL: Normal sphincter tone; guaiac negative. NEUROLOGIC: Glasgow coma scale 15. Pupils equal, round, reactive to light. Patient moves all four extremities without focal deficit.

**IMPRESSION:** Severe sore throat; culture taken. Issued prescription for Keflex, 1 tablet 4 x a day.(NOTE: can use q.i.d.)

**PLAN:** The patient is to complete all medications and follow up with the doctor in a week. If throat gets worse, the patient is to contact the office immediately.

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Robert Miller, M.D.

RM:xx

D: current date

T: current date