Contestant Number:

Time:

Rank:

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)

***TOTAL POINTS (300 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 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.

|  |  |
| --- | --- |
| ♒ |  |
| 99-9999-9999  Job 1 | ♒ |

*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.

|  |  |
| --- | --- |
| **Production Standards** | |
| 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):
   1. Remission
   2. Analysis
   3. Prognosis
   4. Syndrome
2. The thyroid gland is an example of an \_\_\_\_\_ gland.
   1. Epidural
   2. Epidermis
   3. Endocrine
   4. Esophageal
3. Removal of the pharyngeal lymph tissue is called:
   1. Tracheotomy
   2. Nephrectomy
   3. Neurotomy
   4. Tonsillectomy
4. The combining form for “blood vessel” is:
   1. Angi/o
   2. Erythr/o
   3. Hem/o
   4. Arthr/o
5. An instrument used to view the eye:
   1. Otoscope
   2. Ophthalmoscope
   3. Ophthalmoscopy
   4. Otoscopy
6. Axial is another name for \_\_\_\_\_.
   1. Anterior
   2. Transverse
   3. Posterior
   4. Lateral
7. A term meaning “before birth” is:
   1. Postpartum
   2. Neonatal
   3. Antigen
   4. Antepartum
8. Inflammation of the kidney
   1. Colitis
   2. Nephritis
   3. Hepatitis
   4. Enteristis
9. A slow heartbeat is called:
   1. Myocardial infarction
   2. Tachycardia
   3. Bradycardia
   4. Tachypnea
10. Nerve pain is called:
    1. Neuralgia
    2. Arthralgia
    3. Neuralgia
    4. Cephalgia
11. A word part meaning “under”, “deficient”, or “less than normal” is:
    1. hypo–
    2. trans-
    3. hyper-
    4. re-
    5. -
12. Doctor who specializes in the treatment of blood disorders:
    1. Hepatitis
    2. Hematologist
    3. Hemoglobin
    4. Psychiatrist
13. “Clinical” means pertaining to:
    1. Laboratory research
    2. Patient care
    3. The lung
    4. Time
14. Enlargement of the heart:
    1. Nephromegaly
    2. Hepatomegaly
    3. Myocardial infarction
    4. Cardiomegaly
15. Prefixes meaning excessive is:
    1. Hyper-
    2. Dys-
    3. Hypo-
    4. Syn-
16. The voice box is:
    1. Trachea
    2. Esophagus
    3. Larynx
    4. Pharynx
17. A myocardial infarction is a(n):
    1. Inflammation of a joint
    2. Stroke
    3. Enlargement of the liver
    4. Heart attack
18. Incision of the abdomen is called:
    1. Laparotomy
    2. Laparoscopy
    3. Gastroscopy
    4. Rhinotomy
19. A term meaning “pertaining to the throat” is:
    1. Pharyngeal
    2. Laryngeal
    3. Esophageal
    4. Tracheal
20. The suffix –osis means:
    1. Visual examination
    2. Inflammation
    3. Excessive condition
    4. 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:
2. outside
3. good
4. bad
5. Hypo- and sub- both mean:
6. under
7. above
8. outside
9. Epi- and hyper- both mean:
10. inside
11. beneath
12. above
13. Con- and syn- both mean:
14. apart
15. near
16. with
17. Ultra- and meta- both mean:
18. new
19. beyond
20. without
21. Ante-, pre-, and pro- all mean:
22. before
23. surrounding
24. between
25. Ec- and extra- both mean:
26. within
27. many
28. outside
29. Endo-, intra-, and in- all mean:
30. painful
31. within
32. through
33. Post-, re-, and retro- all mean:
34. behind
35. slow
36. together
37. Uni- means:
38. one
39. two
40. three

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

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

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

1. Anesthesiology
2. Dermatology
3. Emergency Medicine
4. Family Practice
5. Internal Medicine
6. Ophthalmology
7. Pathology
8. Pediatrics
9. Psychiatry
10. Radiology
11. \_\_\_\_\_\_\_ Primary care of all members of the family on a continuing basis
12. \_\_\_\_\_\_\_ Diagnosis using x-ray studies including ultrasound and magnetic resonance imaging (MRI)
13. \_\_\_\_\_\_\_ Administration of agents capable of bringing about a loss of sensation
14. \_\_\_\_\_\_\_ Diagnosis and treatment of disorders of the mind
15. \_\_\_\_\_\_\_ Diagnosis and treatment of usually complex, nonsurgical disorders in adults
16. \_\_\_\_\_\_\_ Diagnosis and treatment of children’s disorders

1. \_\_\_\_\_\_\_ Care of patients that requires sudden and immediate action
2. \_\_\_\_\_\_\_ Diagnosis and treatment of eye disorders
3. \_\_\_\_\_\_\_ Diagnosis and treatment of skin disorders
4. \_\_\_\_\_\_\_ 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.