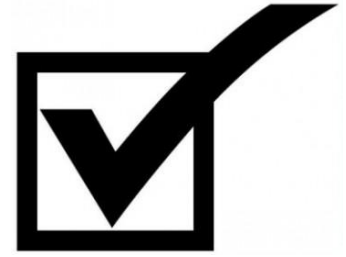


**BUSINESS
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HEALTH ADMINISTRATION PROCEDURES (610)

REGIONAL 2026

OBJECTIVE

Multiple Choice (30 @ 5 points) _____ (150 points)

Matching (10 @ 5 points) _____ (50 points)

PRODUCTION

Job 1: SOAP Medical Transcription Form _____ (100 points)

Job 2: Patient Letter _____ (100 points)

TOTAL POINTS _____ **(400 points)**

Test Time: 60 minutes

GENERAL GUIDELINES:

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

1. Contestants must hand in this test booklet and all printouts if any.
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 (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

EXAM GUIDELINES:

1. Ensure this test booklet contains Jobs 1-2.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual*.
4. Your name or initials should *not* appear on any work you submit. Use your Contestant ID in any occasion you would normally key your reference initials.
5. In the lower right-hand corner of ALL work submitted (unless otherwise specified), key your Contestant ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed 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

Multiple Choice/True and False (30 @ 5 points each)

1.	B	16.	C
2.	B	17.	D
3.	D	18.	D
4.	A	19.	C
5.	C	20.	D
6.	D	21.	A
7.	A	22.	B
8.	B	23.	A
9.	D	24.	A
10.	B	25.	B
11.	D	26.	B
12.	B	27.	B
13.	B	28.	A
14.	D	29.	B
15.	C	30.	B

Matching

31.	pulmonology
32.	dermatology
33.	hematology
34.	nephrology
35.	endocrinology
36.	rheumatology
37.	oncology
38.	gastroenterology
39.	neurology
40.	cardiology

Production

Job 1: SOAP Medical Transcription Form

Patient Name: DeMarco Sanchez

PCP: Wallace Kendricks, M.D.

Date of Birth: 10/18/1984

Date of Exam: mm/dd/yyyy (*Yesterday's Date*)

Sex: Male

SUBJECTIVE: The patient, a 41-year-old male, presents with a non-productive cough and shortness of breath that began a week ago. He reports fatigue and chest pain when coughing, with his symptoms becoming progressively worse over the past two days. He notes difficulty breathing upon exertion.

OBJECTIVE: Blood pressure 144/78, heart rate 80 bpm, temperature elevated at 101.2°, oximetry reading of 94%. Patient displays decreased breath sounds in left upper lung, crackles heard upon auscultation, with no apparent wheezing. Chest x-ray performed, showing left lower lobe opacity.

ASSESSMENT: 1. Left upper lobar pneumonia.
2. Cough, pain associated therewith.

PLAN: Initiate azithromycin 250 mg BID for 5 days, accompanied concurrently with amoxicillin 500 mg TID for 5 days. Patient to remain hydrated by drinking plenty of fluids, and may take two 500 mg acetaminophen every 6 hours for fever and pain relief, not to exceed 3000 mg in 24 hours. Patient to follow up if symptoms do not improve within 48 hours.

Suzanne Kleiman, M.D.

SK:##### (Member ID)

D: mm/dd/yyyy (*Yesterday's Date*)

T: mm/dd/yyyy (*Current Date*)

Contestant ID
Job 1

Job 2: Patient Letter

Current Date

Mr. DeMarco Sanchez
562 Desert Breeze Drive
Santa Fe, NM 87501

Dear Mr. Sanchez

I hope this letter finds you in improved health. I am writing to follow up on your office visit of yesterday in which you were diagnosed with lobar pneumonia.

At that office visit, I prescribed azithromycin and amoxicillin. I expect that you are taking the medications as prescribed and are following the instructions provided by the pharmacy and our office. As we discussed at your visit, it is vital that you continue to take the prescribed medications until they are gone, even if your condition improves before you finish the medications. This should prevent a relapse of your pneumonia.

I want to remind you that if you experience any worsening symptoms, such as increased shortness of breath, more severe coughing, a persistent fever, or chest pain, please contact our office immediately. If it is after office hours, please go to the local emergency room or urgent care center.

Please call my office, or your preferred care provider, to schedule a follow-up appointment after you have finished your course of medication so that we may assess your recovery. Be well!

Sincerely

Suzanne Kleiman, M.D.

(Contestant ID)

Contestant ID
Job 2