

MEDICAL OFFICE PROCEDURES (28)

Regional—2004

	POINTS POSSIBLE	POINTS RECEIVED
Multiple-Choice Questions	200 (40 @ 5 points)	_____
Medical Terminology	100 (20 @ 5 points)	_____
Medical Office Job One	100	_____
<i>TOTAL POINTS POSSIBLE</i>	<u>400</u>	_____
<i>TOTAL POINTS RECEIVED</i>		_____

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.***

30 minutes of orientation/warm-up/wrap-up
 60 minutes for testing/production
 90 minutes total time allotted

Do **NOT** open test booklet until instructed to do so.

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**Part I: Multiple Choice
5 Points Each = 200 Points**

1. Cutaneous means pertaining to the _____.
 - A. brain
 - B. eyelid
 - C. hand
 - D. skin

2. Incision of the brain is _____.
 - A. cerebropathy
 - B. cerebrotomy
 - C. ecephalocele
 - D. encephalatome

3. Angiorrhaphy is _____.
 - A. excision of a vein or artery
 - B. plastic surgery of blood vessels
 - C. suture of a vessel
 - D. tumor of either a blood or lymph vessel

4. Hyperemesis is _____.
 - A. above normal concentration of sugar in the blood
 - B. excessive vomiting
 - C. increased blood flow to an area of the body
 - D. increased muscular activity

5. A term that means pertaining to disease is _____.
 - A. angiopathy
 - B. cardiopathy
 - C. pathologic
 - D. pathology

6. A slightly bluish, slate-like discoloration of the skin caused by a deficiency of oxygen in the blood is called _____.
 - A. albinism
 - B. cyanosis
 - C. leukoderma
 - D. melancholy

7. Measurement of the dimensions of the head is _____.
- A. cephalometer
 - B. cephalometry
 - C. thoracometer
 - D. thoracometry
8. Pyrophobia is _____.
- A. Abnormal fear of fire
 - B. Abnormal preoccupation with fire
 - C. Any substance that produces fever
 - D. The origin of fever
9. A condition characterized by excessive thirst is _____.
- A. hyperlipemia
 - B. hyperthyroidism
 - C. polydipsia
 - D. pyogenesis
10. A term that means occurring or situated behind the nose is _____.
- A. intranasal
 - B. mesonasal
 - C. postnasal
 - D. supranasal
11. Which term indicates that an x-ray beam passes from the front of the body to the back?
- A. anteroposterior
 - B. anterosuperior
 - C. postoa anterior
 - D. posterosuperior
12. The term for congenital hernia of the navel is _____.
- A. omphalitis
 - B. omphalocele
 - C. omphalorrhexis
 - D. umbilical
13. Paralysis of an eyelid is _____.
- A. blepharoplegia
 - B. bleparospasm
 - C. chloropia
 - D. myopia

14. The term for a tumor of the nail or nailbed is _____.
- A. adhesion
 - B. dactylitis
 - C. diaphoresis
 - D. onychoma
15. Dacryolithiasis is _____.
- A. a condition in which more tears are produced than removed
 - B. infection of the tear duct
 - C. inflammation of the tear sac
 - D. the presence of lacrimal stones
16. The term for a hernial protrusion of the brain through a defect in the skull is _____.
- A. craniectomy
 - B. craniocoele
 - C. encephalorrhagia
 - D. encephalotomy
17. A term that means pertaining to the tailbone is _____.
- A. coccygeal
 - B. coccyx
 - C. coccyxal
 - D. coccyxial
18. Excision of one or more bones of the wrist is _____.
- A. carpectomy
 - B. metacarpectomy
 - C. metatarsectomy
 - D. tarsectomy
19. A skeletal disorder in adults that is characterized by a disturbance in bone metabolism and usually caused by a deficiency in bone metabolism and usually caused by a deficiency of Vitamin D is _____.
- A. fascitis
 - B. gout
 - C. multiple myeloma
 - D. osteomalacia
20. Arthralgia means _____.
- A. exaggerated curvature of the spine from front to back
 - B. lateral curvature of the spine
 - C. painful joint
 - D. stiff joint

21. Inflammation of the lining of the heart is _____.
- A. endocarditis
 - B. myocardial infarction
 - C. myocarditis
 - D. pericarditis
22. An increased pulse rate is _____.
- A. bradycardia
 - B. tachycardia
 - C. hypertension
 - D. hypotension
23. Cardiopulmonary refers to _____.
- A. the heart and kidneys
 - B. the heart and lungs
 - C. the lungs and kidneys
 - D. the relationship between the kidneys, lungs, and heart
24. Cardiomegaly means _____.
- A. a severe cardiac arrhythmia
 - B. a device that is used to observe inside the heart
 - C. an electrical device that can adjust the heart rhythm
 - D. an enlarged heart
25. An increase in the total number of white blood cells is _____.
- A. leukemia
 - B. leucocytopenia
 - C. leukocytosis
 - D. leukopenia
26. A term that means a deficiency of oxygen is _____.
- A. anoxia
 - B. expiration
 - C. hyperoxemia
 - D. inspiration
27. Phrenic pertains to _____.
- A. breathing
 - B. dust
 - C. the chest
 - D. the diaphragm
28. Effusion of fluid into the air spaces and tissue spaces of the lung is _____.
- A. bronchiectasis
 - B. pneumoconiosis
 - C. pulmonary edema
 - D. tuberculosis

29. A watery discharge from the nose is called _____.
- A. nasopharyngitis
 - B. nasosinusitis
 - C. rhinorrhagia
 - D. rhinorrhea
30. Endotracheal pertains to _____.
- A. behind the voice box
 - B. behind the windpipe
 - C. inside the voice box
 - D. within the windpipe
31. Stomatitis is _____.
- A. inflammation of the mouth
 - B. inflammation of the stomach
 - C. inflammation of a stomach
 - D. irrigation of a stomach
32. Duodenal pertains to _____.
- A. a part of the small intestine
 - B. a part of the large intestine
 - C. one of the accessory organs of digestion
 - D. part of the stomach
33. Cirrhosis is a disease of the _____.
- A. gallbladder
 - B. liver
 - C. pancreas
 - D. stomach
34. Inflammation of the bile ducts is _____.
- A. cholangitis
 - B. cholecystitis
 - C. cholelithiasis
 - D. colitis
35. Excessive urination is _____.
- A. hyperemesis
 - B. hyperuricemia
 - C. polydipsia
 - D. polyuria
36. Softening of the kidney is _____.
- A. nephritis
 - B. nephromalacia
 - C. nephrosclerosis
 - D. nephrosis

37. Cystoscopy is _____.
- A. an instrument used in an endoscopic examination
 - B. examination of the urinary bladder
 - C. excision of a cyst
 - D. herniation of the bladder
38. A toxic condition associated with renal insufficiency or renal failure is _____.
- A. hematuris
 - B. hemodialysis
 - C. nephrosis
 - D. uremia
39. Surgical crushing of a stone is _____.
- A. lithotripsy
 - B. lithotrite
 - C. nephrolith
 - D. pyelolithotomy
40. Colpocervical means pertaining to the _____.
- A. cervix uteri and the vagina
 - B. face and neck region
 - C. uterus and the uterine tubes
 - D. vagina and the uterus

PART II: Terminology: Write the proper term for the following:

1. abnormal fear of fire _____
2. any disease of the eye _____
3. surgical removal of a gland _____
4. resembling mucus _____
5. pertaining to the ear _____
6. any disease of the ear _____
7. study of fungi _____
8. paralysis of all four extremities _____
9. a benign fatty tumor _____
10. a red blood cell _____
11. behind and above _____
12. large organs in the ventral cavity _____
13. pertaining to the abdomen and thorax _____
14. pertaining to the head and pelvis _____
15. capable of breaking up mucus _____
16. pertaining to the ilium and the pubis _____
17. loss of calcium from bone _____
18. herniation of the muscle _____
19. below the cartilage _____
20. puncture of a joint _____

Medical Office Job 1: *Examination*--Please key the following in **S.O.A.P.** report format.

Date: 2/1/04

Date of Birth: 1/16/48

Name: Richard Solomon

Chief Complaint: Patient is a 56-year old, single black male who was here for a yearly exam. He states he has been feeling well and has no specific concerns.

Social History: He is currently working as a sales representative for a software company.

Past Medical History: Allergic to sulfur drugs. Does not smoke. Has not had any major illnesses.

Family History: Maternal grandmother had breast cancer; father had diabetes.

Assessment:

HEENT: Negative

Neck: Thyroid is normal.

Heart, Lungs, and Abdomen: Within normal limits.

Impression: Normal exam.

Plan: Return to clinic in one year, sooner PRN.

David Green, M.D.



MEDICAL OFFICE PROCEDURES (28)

KEY

Regional—2004

	POINTS POSSIBLE	POINTS RECEIVED
Multiple-Choice Questions	200 (40 @ 5 points)	_____
Medical Terminology	100 (20 @ 5 points)	_____
Medical Office Job One	100	_____
<i>TOTAL POINTS POSSIBLE</i>	<u>400</u>	
<i>TOTAL POINTS RECEIVED</i>		_____

Graders:

When grading computer-generated problems, refer to the Style and Reference Manual and Production Standards in the *Workplace Skills Assessment Program* Guidelines for further instructions.

Double-check and verify all scores!

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Part I: Multiple-Choice Questions (*Recorded on scantron sheet*)
5 Points Each = 200 Points Total

- | | | | |
|-----|---|-----|---|
| 1. | D | 21. | A |
| 2. | B | 22. | B |
| 3. | C | 23. | B |
| 4. | B | 24. | D |
| 5. | C | 25. | C |
| 6. | B | 26. | A |
| 7. | B | 27. | D |
| 8. | A | 28. | C |
| 9. | C | 29. | D |
| 10. | C | 30. | D |
| 11. | A | 31. | A |
| 12. | B | 32. | A |
| 13. | A | 33. | B |
| 14. | D | 34. | A |
| 15. | D | 35. | D |
| 16. | B | 36. | B |
| 17. | A | 37. | B |
| 18. | A | 38. | D |
| 19. | D | 39. | A |
| 20. | C | 40. | A |



Part II: Word Meanings - 5 Points Each = 100 Points Total

PART II: Terminology: Write the proper term for the following:

- | | |
|---|------------------|
| 1. abnormal fear of fire | pyrophobia |
| 2. any disease of the eye | ophtahlmopathy |
| 3. surgical removal of a gland | adenectomy |
| 4. resembling mucus | mucoid |
| 5. pertaining to the ear | otic |
| 6. any disease of the ear | otopathy |
| 7. study of fungi | mycology |
| 8. paralysis of all four extremities | quadriplegia |
| 9. a benign fatty tumor | lipoma |
| 10. a red blood cell | erythrocyte |
| 11. behind and above | posterosuperior |
| 12. large organs in the ventral cavity | viscera |
| 13. pertaining to the abdomen and thorax | abdominothoracic |
| 14. pertaining to the head and pelvis | cephalopelvic |
| 15. capable of breaking up mucus | mucolytic |
| 16. pertaining to the ilium and the pubis | iliopubic |
| 17. loss of calcium from bone | decalcification |
| 18. herniation of the muscle | myocele |
| 19. below the cartilage | subchondral |
| 20. puncture of a joint | arthrocentesis |



Part III: Medical Office Job One

Patient Name: Richard Solomon
Date of Birth: January 16, 1948
Date of Exam: February 1, 2004

PCP: David Green, M.D.
Sex: Male

SUBJECTIVE: The patient is a 56-year old, single black male who was here for a yearly exam.
He states he has been feeling well and has no specific concerns.

SOCIAL HISTORY: He is currently working as a sales representative for a software company.

PAST MEDICAL HISTORY: Allergic to sulfur drugs. Does not smoke. Has not had any major illnesses.

FAMILY HISTORY: Maternal grandmother had breast cancer; father had diabetes.

ASSESSMENT:

1. HEENT: Negative
2. Neck: Thyroid is normal.
3. Heart, Lungs and Abdomen: Within normal limits.
4. Impression: Normal exam.

PLAN: Return to clinic in one year, sooner PRN.

David Green, M.D.

DG:xx
T:Current Date
D:02/01/2004

Scoring: 100 Points

Mailability Standards:

0 errors	=	100 points
1 error	=	90 points
2-3 errors	=	70 points
More than 3 errors	=	0 points