

MEDICAL OFFICE PROCEDURES (28) Regional—2013

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|--------------|-------------------------------|-------|--------------|
| Part I | Multiple Choice (15 @ 5 each) | _____ | (75 points) |
| Part II | Word Parts (15 @ 3 each) | _____ | (45 points) |
| Part III | Matching (10 @ 3 each) | _____ | (30 points) |
| Part IV | HPIP Medical Report | _____ | (100 points) |
| TOTAL POINTS | | _____ | (250 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.

Do **NOT** open test booklet until instructed to do so.
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 Workplace Skills Assessment Program competition.

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| GENERAL INSTRUCTIONS |
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1. Make certain this test booklet contains Parts I-IV.
2. Correct all errors.
3. For any problem where you would normally use your reference initials, use your contestant number. Your name or initials should NOT appear on any work you submit. Key your contestant number and job number in a footer on all documents in the lower left-hand corner of all work submitted.
EX: 99-9999-9999
Job 1
4. If you finish before the end of the testing time, notify the proctor of the contest. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your completed work, place your scoring sheet on top of all of your jobs. The jobs should be arranged in numerical order. Turn in all partial jobs completed.

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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 on Scantron form.*

1. 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

2. A drop in body temperature during prolonged exposure to cold is called _____.
 - A. Heatstroke
 - B. Hypothermia
 - C. Shock
 - D. Sunstroke

3. 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

4. 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

5. 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. Hypermesis

6. 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

7. Lumbar pertains to the _____.
 - A. Lower Back
 - B. Side
 - C. Sacrum
 - D. Tailbone

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8. Decreased blood pressure is _____.
 - A. Tachycardia
 - B. Bradycardia
 - C. Hypotension
 - D. Hypertension

9. Removal of a vein, or a segment of a vein, is called _____.
 - A. Phlebitis
 - B. Phlebectomy
 - C. Angiotomy
 - D. Angiography

10. Pain in a joint is _____.
 - A. Arthralgia
 - B. Neuralgia
 - C. Chondrodynia
 - D. Tenalgia

11. A legal document addressed to the patient's family and physicians stating what type of treatment the patient wishes or does not wish when terminally ill is a(n) _____.
 - A. Living Will
 - B. Universal Donor Card
 - C. Admission Sheet
 - D. Medical History Form

12. A cytotechnologist _____.
 - A. Performs operations on the brain
 - B. Repairs the body cavity
 - C. Examines human cells under a microscope
 - D. Performs surgery on the foot

13. Melanoma is a(n) _____.
 - A. Infection
 - B. Hemoglobin
 - C. Cancerous Tumor
 - D. Blood Clot

14. To use the form of treatment believed to be best for the patient, to refrain from harmful actions, and to keep a patient's private information confidential is part of _____.
 - A. The state law
 - B. The Hippocratic oath
 - C. Medical ethics
 - D. A hospital's set of regulations

15. Determining how long to keep patient records in the office after they have become inactive or closed is called a(n) _____.
 - A. Record management
 - B. Retention schedule
 - C. Numeric filing system
 - D. Alphabetic filing system

Contestant Number _____

(Attach to work to be submitted for grading.)

Part II—Medical Word Parts—3 Points Each = 45 Points Total

Write the meaning of each word part:

1. Nas/o _____
2. My/o _____
3. Home/o _____
4. -emia _____
5. Lymph/o _____
6. -ole _____
7. Bronch/o _____
8. Extra- _____
9. Enter/o _____
10. Hem/o _____
11. Gastr/o _____
12. Megaly _____
13. Pepsia _____
14. Append/o _____
15. Labi/o _____

Contestant Number _____

(Attach to work to be submitted for grading.)

Part III—Matching @ 3 points each = 30 points

- A. Head
- B. Stomach
- C. Liver
- D. Teeth
- E. Brain
- F. Kidney

- G. Nose
- H. Blood
- I. Big Toe
- J. Lung
- K. Trachea
- L. Pancreas

- _____ 1. Hepat
- _____ 2. Cephal
- _____ 3. Odont
- _____ 4. Rhin
- _____ 5. Encephal
- _____ 6. Hemat
- _____ 7. Hallux
- _____ 8. Nephr
- _____ 9. Pulmon
- _____ 10. Gastr

Part IV—Medical Report—100 points possible

Key the following report for Dr. Paul Thorpe 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 and job number on the left side of the footer.**

Name: Christopher David Dorsey

Date: Current

Date of Birth: August 3, 1996

The patient is a 17-year old white male who suffered an accident in which he was ejected from a motor vehicle. He denies loss of consciousness, although the EMT personnel reported that he did have loss of consciousness. The patient was stable en route. Upon arrival, he complained of a headache.

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.

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 4 extremities without focal deficit.

Impression: Closed head injury, and rule out intra-abdominal injury.

Plan: The patient will be admitted to the trauma surgery service for continued evaluation and treatment for closed head injury as well as possible intrabdominal injury.



MEDICAL OFFICE PROCEDURES (28)

KEY

Regional—2013

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|----------|-------------------------------|------------|
| Part I | Multiple Choice (15 @ 5 each) | 75 points |
| Part II | Word Parts (15 @ 3 each) | 45 points |
| Part III | Matching (10 @ 3 each) | 30 points |
| Part IV | HPIP Medical Report | 100 points |

TOTAL POINTS _____ (250 points)

Graders:

When grading computer-generated problems, refer to the *Style & 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: Each one worth 5 points = 75 points

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



Part II—Medical Word Parts—3 Points Each = 45 Points Total

Write the meaning of each word part:

1. Nose
2. Muscle
3. Sameness
4. Blood
5. Lymph or lymphatics
6. Little
7. Bronchi
8. Outside
9. Intestines or small intestine
10. Blood
11. Stomach
12. Enlargement
13. Digestion
14. Appendix
15. Lips or mouth

Part III—Matching @ 3 points each = 30 points

- | | |
|------|-------|
| 1. C | 6. H |
| 2. A | 7. I |
| 3. D | 8. F |
| 4. G | 9. J |
| 5. E | 10. B |



Part V—HPIP: 100 Points Possible

Patient Name: Christopher David Dorsey
Date of Birth: 8/3/96
Date of Exam: current date

PCP: Paul Thorpe
Sex: Male

HISTORY OF PRESENT ILLNESS: The patient is a 17-year old white male who suffered an accident in which he was ejected from a motor vehicle. He denies loss of consciousness, although the EMT personnel reported that he did have loss of consciousness. The patient was stable en route. Upon arrival, he complained of a headache.

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 4 extremities without focal deficit.

IMPRESSION: Closed head injury, and rule out intra-abdominal injury.

PLAN: The patient will be admitted to the trauma surgery service for continued evaluation and treatment for closed head injury as well as possible intrabdominal injury.

Paul Thorpe, M.D.

PT:Contestant #

D: current date
T: current date

| Scoring | |
|--|----------------------------|
| Use production standards when grading. | <i>100 points possible</i> |
| 0 errors | 100 points |
| 1 error | 90 points |
| 2 errors | 70 points |
| 3 or more errors | 0 points |

Contestant #
Job 4