



MEDICAL OFFICE PROCEDURES (250)

REGIONAL – 2019

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)

Production:

Job 1: SOAP	_____	(100 points)
<i>TOTAL POINTS</i>	_____	<i>(300 points)</i>

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

Property of Business Professionals of America.

May be reproduced only for use in the Business Professionals of America

Workplace Skills Assessment Program competition.



Part I—Multiple Choice: 20 @ 5 points each = 100 points

1. **D**
2. **C**
3. **D**
4. **A**
5. **B**
6. **B**
7. **D**
8. **B**
9. **C**
10. **A**
11. **A**
12. **B**
13. **C**
14. **D**
15. **A**
16. **C**
17. **D**
18. **A**
19. **A**
20. **C**



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. C
2. A
3. C
4. B
5. B
6. A
7. C
8. B
9. A
10. A



Contestant Number _____

(Attach to work to be submitted for grading)

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

- | | |
|-----------------------|------------------|
| A. Anesthesiology | F. Ophthalmology |
| B. Dermatology | G. Pathology |
| C. Emergency Medicine | H. Pediatrics |
| D. Family Practice | I. Psychiatry |
| E. Internal Medicine | J. Radiology |

1. **D** Primary care of all members of the family on a continuing basis
2. **J** Diagnosis using x-ray studies including ultrasound and magnetic resonance imaging (MRI)
3. **A** Administration of agents capable of bringing about a loss of sensation
4. **I** Diagnosis and treatment of disorders of the mind
5. **E** Diagnosis and treatment of usually complex, nonsurgical disorders in adults
6. **H** Diagnosis and treatment of children's disorders
7. **C** Care of patients that requires sudden and immediate action
8. **F** Diagnosis and treatment of eye disorders
9. **B** Diagnosis and treatment of skin disorders
10. **G** Diagnosis of the cause and nature of disease



Part V: SOAP Documentation – 100 points

NOTE TO GRADERS: There may be variations in wording and minor formatting as long as it does not change the context of the report. Should follow the *Style & Reference Manual*.

Patient Name: Sylvia C. Dorsey

Date of Birth: 04/01/2000

SEX: F

Date of Exam:

SUBJECTIVE: Patient presents with mild urinary urgency and frequency. Patient has also frequent lower abdominal pain, but no abnormal vaginal symptoms.

OBJECTIVE: Temperature, 98.6 degrees. Pulse, 76 and regular. Respirations, 18. Abdominal exam reveals mild suprapubic tenderness; otherwise, exam is unremarkable.

ASSESSMENT: Suspect urethritis.

PLAN: Patient placed on a 7-day course of Ciprofloxacin 500 mg b.i.d. Should drink at least 8 glasses of water daily. RTC is not improving.

Katharine Balent, M.D.

KB:Contestant #

D: mm/dd/yyyy (was told to use yesterday's date)

T: mm/dd/yyyy (was told to use today's date)

Contestant #

Job #