

# CHAPTER 1

## INTRODUCTION TO MEDICAL TERMINOLOGY

### CHAPTER CONTENTS

<b>MEDIA LIBRARY</b>	<b>1</b>
<b>LECTURE NOTES</b>	
Objective 1: Parts of a medical term	2
Objective 2: Word and combining forms	3
Objective 3: Common prefixes and suffixes	4
Objective 4: Word building	6
Objective 5: Spelling	7
Objective 6: Singular and plural endings	8
Objective 7: Abbreviations	8
Objective 8: Medical record	9
Objective 9: Healthcare settings	10
Objective 10: Confidentiality	11
<b>WORKSHEETS</b>	<b>13</b>
<b>QUIZZES</b>	<b>25</b>
<b>ANSWER KEYS</b>	<b>33</b>

### MEDIA LIBRARY

#### Student DVD-ROM

- Twelve different interactive learning games
- Flash card generator
- Audio Glossary
- Professional Profile video—Health Information Management personnel
  - Medical Record Technicians
  - Medical Transcriptionists
- Terminology Translator

#### Companion Website

- Multiple Choice, True/False, and Fill-in-the-Blank practice questions
- Additional Professional Profile information
- *New York Times* link for research into specific pathologies
- Audio Glossary

- Link to VangoNotes
- Link to drug updates

#### IRDVD

- Videos
  - Parts of a medical term
  - Duties of a medical transcriptionist
  - Taking patient history
  - Describing the Health Information Portability and Accountability Act (HIPAA)
- Digital library of all figures from text chapter
- Test bank with 200 objective questions per chapter plus two short answer questions
- Twenty classroom response questions
- PowerPoint presentation for classroom or online utilization

## OBJECTIVE 1

Discuss the four parts of medical terms.

Text pages: 3–8; PowerPoint slides: 4–14; 17–18, 25–26

### LECTURE NOTES

Overview of four main word parts:

- |   |   |
|---|---|
| 1. The <b>word root</b> is the foundation of the word.  | <b>cardiogram</b> = record of the <b>heart</b>      |
| 2. A <b>prefix</b> is at the beginning of the word.   | <b>pericardium</b> = <b>around</b> the heart        |
| 3. A <b>suffix</b> is at the end of the word.   | <b>carditis</b> = <b>inflammation</b> of the heart  |
| 4. The <b>combining vowel</b> is a vowel (usually <i>o</i> ) that links the word root to another word root or a suffix. | <b>cardiomyopathy</b> = disease of the heart muscle |

### Word Roots

- Foundation of medical term; provides general meaning of word
- May indicate body system or part of body, such as *cardi* for heart
- May be action, such as *cis*, which means to cut (as in incision)
- Term may have more than one word root; osteoarthritis combines word root *oste* (bone) and *arthr* (joint)

### Combining Vowel

- Makes it possible to pronounce long medical terms and to combine several word parts
- Most often the vowel *o*
- Utilized in two places: (1) between word root and suffix or (2) between two word roots
- When placed between word root and suffix, look at suffix; if begins with vowel, do not use combining vowel; if suffix begins with consonant, then use combining vowel; arthroscope needs combining vowel, and arthritis does not
- Keep between two word roots, even if second word root begins with vowel; gastroenteritis not gastrerteritis
- Combining form—used when writing a word root by itself; consists of word root and combining vowel; written in word root/vowel form; *cardi/o*

### Prefix

- Added to front of term
- Frequently gives information about location of organ, number of parts, or time (frequency)
- Not every term will have prefix
- When written alone, followed by hyphen

### Suffix

- Attached to end of term
- Adds meaning, such as condition, disease, or procedure
- Every medical term must have suffix
- Terms can be built from suffix added directly to prefix, without word root; dystrophy is built from prefix *dys-* and suffix *-trophy*
- Preceded by hyphen when written alone

### TEACHING STRATEGIES

- Stress importance of learning word parts through memorization.
- Review rules for when combining vowel is used at several occasions during lecture.

#### IRDVD

- See PowerPoint presentation on the Instructor's Resource DVD for video on elements of a medical term.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games

#### CW

- Practice questions

### ASSESSMENTS

**Quiz 1C**—Chapter Review, True/False questions

**Test Bank**—questions

## OBJECTIVE 2

Recognize word roots and combining forms.

Text page: 4; PowerPoint slides: 15–16

### LECTURE NOTES

#### Combining Form

aden/o  
carcin/o  
cardi/o  
chem/o  
cis/o to  
dermat/o  
enter/o  
gastr/o  
gynec/o  
hemat/o  
hydr/o  
immun/o  
laryng/o  
morph/o  
nephro/o  
neur/o  
ophthalm/o  
ot/o  
path/o  
pulmon/o  
rhin/o  
ur/o

#### Meaning

gland  
cancer  
heart  
chemical  
cut  
skin  
small intestines  
stomach  
female  
blood  
water  
immune  
voice box  
shape  
kidney  
nerve  
eye  
ear  
disease  
lung  
nose  
urine, urinary tract

### TEACHING STRATEGIES

- Show students several different methods for creating flash cards, such as using index cards or using flash card creator on Student DVD-ROM.

#### Medical Terminology Bee

- Create PowerPoint flash cards of new combining forms, prefixes, and suffixes presented in this chapter; have all students stand and then define word part; if student is correct he/she remains standing, if student is wrong, he/she sits down; continue until only one student is standing.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Worksheet 1A

- New Word Roots Handout

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games
- Make flash cards

#### CW

- Practice questions

#### Quiz 1A

- May be used as a worksheet

### ASSESSMENTS

**Quiz 1A**—New Word Parts Quiz

**Quiz 1C**—Chapter Review, Fill-in-Blank questions

**Test Bank**—questions

## OBJECTIVE 3

Identify the most common prefixes and suffixes.

Text pages: 4–8; PowerPoint slides: 19–24; 27–35

### LECTURE NOTES

#### Common Prefixes

Prefix	Meaning
a-	without, away from
an-	without
ante-	before, in front of
anti-	against
auto-	self
brady-	slow
dys-	painful, difficult
endo-	within, inner
epi-	upon, over
eu-	normal, good
hetero-	different
homo-	same
hyper-	over, above
hypo-	under, below
infra-	under, beneath, below
inter-	among, between
intra-	within, inside
macro-	large
micro-	small
neo-	new
pan-	all
para-	beside, beyond, near
per-	through
peri-	around
post-	after
pre-	before, in front of
pseudo-	false
retro-	backward, behind
sub-	below, under
super-	above, excess
supra-	above
tachy-	rapid, fast
trans-	through, across
ultra-	beyond, excess

#### Number Prefixes

Prefix	Meaning
bi-	two
hemi-	half
mono-	one
multi-	many
nulli-	none
poly-	many
quad-	four
semi-	partial, half
tri-	three
uni-	one

### TEACHING STRATEGIES

- Have students think of everyday words that also use some of these prefixes and suffixes; especially helpful for prefixes.
- Emphasize how pool of prefixes and suffixes will be used with every chapter of text; encourage students to make flash cards now and add to their stack of cards with each new chapter.

#### Medical Terminology Bee

- Create PowerPoint flash cards of new combining forms, prefixes, and suffixes presented in this chapter; have all students stand and then define word part; if student is correct, he or she remains standing, if student is wrong, he or she sits down; continue until only one student is standing.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Worksheets 1B & 1C

- New Prefixes and New Suffixes Handouts

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games
- Make flash cards

#### CW

- Practice questions

#### Quiz 1A

- May be used as a worksheet

### ASSESSMENTS

**Quiz 1A**—New Word Parts Quiz

**Quiz 1C**—Chapter Review, Fill-in-Blank questions

**Test Bank**—questions

## Common Suffixes

Suffix	Meaning
-algia	pain
-cele	hernia, protrusion
-cise	cut
-cyte	cell
-dynia	pain
-ectasis	dilation
-gen	that which produces
-genesis	produces, generates
-genic	producing, produced by
-ia	state, condition
-iasis	abnormal condition
-ism	state of
-itis	inflammation
-logist	one who studies
-logy	study of
-lysis	destruction
-malacia	abnormal softening
-megaly	enlargement, large
-oma	tumor, mass
-osis	abnormal condition
-pathy	disease
-plasia	development, growth
-plasm	formation, development
-ptosis	drooping
-rrhage	excessive, abnormal flow
-rrhea	discharge, flow
-rrhexis	rupture
-sclerosis	hardening
-stenosis	narrowing
-therapy	treatment
-trophy	nourishment, development

## Adjective Suffixes

The following suffixes are used to convert a word root into an adjective. These suffixes usually are translated as *pertaining to*.

Suffix	Meaning
-ac	pertaining to
-al	pertaining to
-an	pertaining to
-ar	pertaining to
-ary	pertaining to
-eal	pertaining to
-iac	pertaining to
-ic	pertaining to
-ical	pertaining to
-ile	pertaining to
-ior	pertaining to
-ory	pertaining to
-ose	pertaining to
-ous	pertaining to
-tic	pertaining to

## Surgical Suffixes

Suffix	Meaning
-centesis	puncture to withdraw fluid
-ectomy	surgical removal
-ostomy	surgically create an opening
-otomy	cutting into
-pexy	surgical fixation
-plasty	surgical repair
-rrhaphy	suture

## Procedural Suffixes

Suffix	Meaning
-gram	record or picture
-graph	instrument for recording
-graphy	process of recording
-meter	instrument for measuring
-metry	process of measuring
-scope	instrument for viewing
-scopy	process of visually examining

## OBJECTIVE 4

Define word building and describe a strategy for translating medical terms.

Text pages: 8–9; PowerPoint slides: 36–39

## LECTURE NOTES

### Word Building

- Consists of putting together several word elements to form variety of terms
- Combining form of word added to another combining form along with suffix to create new descriptive term
- Example, adding *hyster/o* (meaning uterus) to *salping/o* (meaning fallopian tubes) along with suffix *-ectomy* (meaning surgical removal of) forms term hysterosalpingectomy, removal of both uterus and fallopian tubes

### Interpreting Medical Terms

Strategy is method for puzzling out meaning of unfamiliar medical term

1. Divide term into its word parts
  - gastr/o/enter/o/logy
2. Define each word part
  - gastr = stomach
  - o = combining vowel, no meaning
  - enter = small intestine
  - o = combining vowel, no meaning
  - -logy = study
3. Combine meaning of word parts
  - stomach, small intestine, study of

## TEACHING STRATEGIES

- Write variety of prefixes, word roots, and suffixes on the board; select students to create new words using these word parts.
- Write medical terms on the board and have students practice four-step translation strategy.
- Have students think of word building examples from everyday terms to show that word building is not strictly related to medical terminology.

## LEARNING ACTIVITIES

### Worksheet 1D

- Word Building Practice

### Text

- Practice Exercises

### Student DVD-ROM

- Learning games

### CW

- Practice questions

### Quiz 1C

- May be used as a worksheet

## ASSESSMENTS

**Quiz 1C**—Chapter Review, Fill-in-Blank questions

**Test Bank**—questions

## OBJECTIVE 5

State the importance of correct spelling of medical terms.

Text page: 9; PowerPoint slides: 40–41

### LECTURE NOTES

- Only one correct spelling
- If you have doubt of its meaning, always look it up in medical dictionary
- If only one letter is changed, it makes a difference:  
Example, ileum (small intestine) or ilium (hip bone)
- Some words have same beginning sounds but are spelled differently; examples include:  
Sounds like *si*  
    psy psychiatry  
    cy cytology  
Sounds like *dis*  
    dys dyspepsia  
    dis dislocation

### TEACHING STRATEGIES

- Bring several different medical dictionaries to class; have students practice looking up 10 terms presented in this chapter in medical dictionary.

### LEARNING ACTIVITIES

#### Terminology Checklist

- Can be used to practice pronunciation using Audio Glossary as a reference

#### Text

- Practice Exercises

#### Flash cards

- Look at definition and write out/pronounce terms

#### Student DVD-ROM

- Audio Glossary
- Spelling Challenge game
- Crossword and Word Search puzzles

### ASSESSMENTS

#### Quiz 1B—Spelling Quiz

1. carcin/o
2. gynec/o
3. hydr/o
4. laryng/o
5. ophthalm/o
6. dys-
7. hyper-
8. pseudo-
9. tachy-
10. intra-
11. infra-
12. retro-
13. quad-
14. nulli-
15. para-
16. -cise
17. -plasia
18. -rrhexis
19. -ptosis
20. -megaly
21. -ectasis
22. -rrhage
23. -centesis
24. -graphy
25. -rrhaphy

## OBJECTIVE 6

State the rules for determining singular and plural endings.

Text page: 9; PowerPoint slides: 42–43

### LECTURE NOTES

- Many medical terms originate from Greek and Latin words
- Rules for forming singular and plural forms of some words follow rules of these languages rather than English
- Example, heart has left atrium and right atrium for total of two *atria*, not two *atriums*
- Other words, such as *virus* and *viruses*, change from singular to plural by following English rules

Words ending in	Singular	Plural
-a	vertebra	vertebrae
-ax	thorax	thoraces
-ex or -ix	appendix	appendices
-is	metastasis	metastases
-ma	sarcoma	sarcomata
-nx	phalanx	phalanges
-on	ganglion	ganglia
-us	nucleus	nuclei
-um	ovum	ova
-y	biopsy	biopsies

### TEACHING STRATEGIES

- Have students brainstorm to come up with additional examples for each type word ending.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Worksheet 1E

- Making Plurals

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games
- Flash cards

### ASSESSMENTS

Test Bank—questions

## OBJECTIVE 7

Discuss the importance of using caution with abbreviations.

Text page: 10; PowerPoint slide: 44

### LECTURE NOTES

- Commonly used in medical profession to save time
- Some abbreviations can be confusing, such as *SM* for simple mastectomy and *sm* for small
- Using incorrect abbreviation can result in problems
- If you have any concern that you will confuse someone by using abbreviation, spell out word instead
- Never acceptable to use one's own abbreviations
- All types of healthcare facilities have lists of approved abbreviations

### TEACHING STRATEGIES

- Emphasize to class repercussions of creating their own abbreviations; have students give examples of their own abbreviations to emphasize that these should never be used.
- Ask students to find medical article in newspaper, magazine, or journal and write down all medical abbreviations they find; then have them look up and define each one using medical dictionary.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

No specific activities associated with this objective.

### ASSESSMENTS

Quiz 1C—Chapter Review, True/False questions

Test Bank—questions



## OBJECTIVE 8

Recognize the documents found in a medical record.

Text pages: 10–11; PowerPoint slides: 45–55

### LECTURE NOTES

- Documents details of patient's hospital stay
- Healthcare professionals who contact patient in any capacity complete appropriate reports and add to medical chart
- Results in permanent physical record of patient's day-to-day condition, when and what services he or she received, and response to treatment

### History and Physical

Written or dictated by admitting physician; details patient's history, results of examination, initial diagnoses, and physician's plan of treatment

### Physician's Orders

Complete list of care, medications, tests, and treatments ordered for patient

### Nurse's Notes

Record of patient's care throughout day; includes vital signs, treatment specifics, patient's response to treatment, and patient's condition

### Physician's Progress Notes

Physician's daily record of patient's condition, results of examinations, summary of test results, updated assessment and diagnoses, and further plans for patient's care

### Consultation Report

Report given by specialist

### Ancillary Report

Report from various treatments and therapies, such as rehabilitation, social services, or respiratory therapy

### Diagnostic Reports

Results of diagnostic tests performed, such as clinical lab (for example, blood tests) and medical imaging (for example, X-rays and ultrasound)

### Informed Consent

Document voluntarily signed by patient or responsible party that clearly describes purpose, methods, procedures, benefits, and risks of procedure

### Operative Report

Report from surgeon detailing operation; includes pre- and postoperative diagnosis, specific details of surgical procedure itself, and how patient tolerated procedure

### Anesthesiologist's Report

Relates details regarding substances (such as medications and fluids) given to patient, patient's response to anesthesia, and vital signs during surgery

### TEACHING STRATEGIES

- Obtain copy of real medical record in which names have been marked out and show it in class.

### IRDVD

- See PowerPoint presentation on the Instructor's Resource DVD for video on topic of taking patient histories and on medical transcriptionists.

### Guest speaker

- Invite health information management worker to speak to class about medical records and how information is stored.

### Pop Questions

- Use Clicker questions as either pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Worksheet 1F

- Medical Records

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games
- Flash cards

#### CW

- Practice questions

#### Quiz 1C

- May be used as a worksheet

### ASSESSMENTS

**Quiz 1C**—Chapter Review, Matching questions

**Test Bank**—questions

## Pathologist's Report

Report given by pathologist who studies tissue removed from patient

## Discharge Summary

Comprehensive outline of patient's entire hospital stay; includes condition at time of admission, admitting diagnosis, test results, treatments and patient's response, final diagnosis, and follow-up plans

## OBJECTIVE 9

Recognize the different healthcare settings.

Text pages: 11–12; PowerPoint slides: 56–60

### LECTURE NOTES

#### Acute Care or General Hospitals

Provides services to diagnose (laboratory, diagnostic imaging) and treat (surgery, medications, therapy) diseases for short period of time

#### Specialty Care Hospitals

Provide care for very specific types of diseases; for example, psychiatric hospital

#### Nursing Homes or Long-Term Care Facilities

Provide long-term care for patients who need extra time to recover from illness or injury before returning home, or for persons who can no longer care for themselves

#### Ambulatory Care, Surgical Centers or Outpatient Clinics

Provide services that do not require overnight hospitalization; services range from simple surgeries to diagnostic testing or therapy

#### Physicians' Offices

Provides diagnostic and treatment services in private office setting

#### Health Maintenance Organizations

Provides wide range of services by group of primary-care physicians, specialists, and other healthcare professionals in prepaid system

#### Home Health Care

Provides nursing, therapy, personal care, or housekeeping services in patient's own home

### TEACHING STRATEGIES

- Have students identify local healthcare facilities of each type.

#### Pop Questions

- Use Clicker questions as either a pretest or posttest quiz to gauge student comprehension during lecture.

### LEARNING ACTIVITIES

#### Text

- Practice Exercises

#### Student DVD-ROM

- Learning games
- Flash cards

#### CW

- Practice questions

#### Quiz 1C

- May be used as a worksheet

### ASSESSMENTS

**Quiz 1C**—Chapter Review, Matching questions

**Test Bank**—questions

## Rehabilitation Centers

Provide intensive physical and occupational therapy; include inpatient and outpatient treatment

## Hospices

Provide supportive treatment to terminally ill patients and their families

## OBJECTIVE 10

Understand the importance of confidentiality.

Text page: 12; PowerPoint slides: 61–62

### LECTURE NOTES

- Must have firm understanding of confidentiality
- Information relating to patient must be considered privileged; meaning you have moral and legal responsibility to keep all information about patient confidential
- Proper authorization form must be signed by patient before any information may be given out
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) set federal standards that provide patients with more protection of their medical records and health information, better access to their own records, and greater control over how their health information is used and to whom it is disclosed

### TEACHING STRATEGIES

- Have students conduct Internet search and obtain article about impact of HIPAA Privacy Rule on health care facilities.

#### **IRDVD**

- See PowerPoint presentation on the Instructor's Resource DVD for video on the topic of HIPAA and protecting patient privacy.

### LEARNING ACTIVITIES

No specific activities associated with this objective.

### ASSESSMENTS

**Quiz 1C**—Chapter Review, True/False questions

**Test Bank**—questions



# Worksheet 1A

## New Word Roots Handout

Directions: Write out the meaning for each of the following word roots.

1. aden/o \_\_\_\_\_
2. carcin/o \_\_\_\_\_
3. cardi/o \_\_\_\_\_
4. chem/o \_\_\_\_\_
5. cis/o \_\_\_\_\_
6. dermat/o \_\_\_\_\_
7. enter/o \_\_\_\_\_
8. gastr/o \_\_\_\_\_
9. gynec/o \_\_\_\_\_
10. hemat/o \_\_\_\_\_
11. hydr/o \_\_\_\_\_
12. immun/o \_\_\_\_\_
13. laryng/o \_\_\_\_\_
14. morph/o \_\_\_\_\_
15. nephro/o \_\_\_\_\_
16. neur/o \_\_\_\_\_
17. ophthalm/o \_\_\_\_\_
18. ot/o \_\_\_\_\_
19. path/o \_\_\_\_\_
20. pulmon/o \_\_\_\_\_
21. rhin/o \_\_\_\_\_
22. ur/o \_\_\_\_\_



# Worksheet 1B

## New Prefixes Handout

Directions: Write out the meaning of each of the following prefixes.

1. a- \_\_\_\_\_
2. an- \_\_\_\_\_
3. ante- \_\_\_\_\_
4. anti- \_\_\_\_\_
5. auto- \_\_\_\_\_
6. brady- \_\_\_\_\_
7. dys- \_\_\_\_\_
8. endo- \_\_\_\_\_
9. epi- \_\_\_\_\_
10. eu- \_\_\_\_\_
11. hetero- \_\_\_\_\_
12. homo- \_\_\_\_\_
13. hyper- \_\_\_\_\_
14. hypo- \_\_\_\_\_
15. infra- \_\_\_\_\_
16. inter- \_\_\_\_\_
17. intra- \_\_\_\_\_
18. macro- \_\_\_\_\_
19. micro- \_\_\_\_\_
20. neo- \_\_\_\_\_
21. pan- \_\_\_\_\_
22. para- \_\_\_\_\_
23. per- \_\_\_\_\_

*(Continued)*

24. peri- \_\_\_\_\_
25. post- \_\_\_\_\_
26. pre- \_\_\_\_\_
27. pseudo- \_\_\_\_\_
28. retro- \_\_\_\_\_
29. sub- \_\_\_\_\_
30. super- \_\_\_\_\_
31. supra- \_\_\_\_\_
32. tachy- \_\_\_\_\_
33. trans- \_\_\_\_\_
34. ultra- \_\_\_\_\_
35. bi- \_\_\_\_\_
36. hemi- \_\_\_\_\_
37. mono- \_\_\_\_\_
38. multi- \_\_\_\_\_
39. nulli- \_\_\_\_\_
40. poly- \_\_\_\_\_
41. quad- \_\_\_\_\_
42. semi- \_\_\_\_\_
43. tri- \_\_\_\_\_
44. uni- \_\_\_\_\_



# Worksheet 1C

## New Suffixes Handout

Directions: Write out the meaning for each of the following suffixes.

1. -algia \_\_\_\_\_
2. -cele \_\_\_\_\_
3. -cise \_\_\_\_\_
4. -cyte \_\_\_\_\_
5. -dynia \_\_\_\_\_
6. -ectasis \_\_\_\_\_
7. -gen \_\_\_\_\_
8. -genesis \_\_\_\_\_
9. -genic \_\_\_\_\_
10. -ia \_\_\_\_\_
11. -iasis \_\_\_\_\_
12. -ism \_\_\_\_\_
13. -itis \_\_\_\_\_
14. -logist \_\_\_\_\_
15. -logy \_\_\_\_\_
16. -lysis \_\_\_\_\_
17. -malacia \_\_\_\_\_
18. -megaly \_\_\_\_\_
19. -oma \_\_\_\_\_
20. -osis \_\_\_\_\_
21. -pathy \_\_\_\_\_
22. -plasia \_\_\_\_\_
23. -plasm \_\_\_\_\_

*(Continued)*

- 24. -ptosis \_\_\_\_\_
- 25. -rrhage \_\_\_\_\_
- 26. -rrhea \_\_\_\_\_
- 27. -rrhexis \_\_\_\_\_
- 28. -sclerosis \_\_\_\_\_
- 29. -stenosis \_\_\_\_\_
- 30. -therapy \_\_\_\_\_
- 31. -trophy \_\_\_\_\_
- 32. -centesis \_\_\_\_\_
- 33. -ectomy \_\_\_\_\_
- 34. -ostomy \_\_\_\_\_
- 35. -otomy \_\_\_\_\_
- 36. -pexy \_\_\_\_\_
- 37. -plasty \_\_\_\_\_
- 38. -rrhaphy \_\_\_\_\_
- 39. -gram \_\_\_\_\_
- 40. -graph \_\_\_\_\_
- 41. -graphy \_\_\_\_\_
- 42. -meter \_\_\_\_\_
- 43. -metry \_\_\_\_\_
- 44. -scope \_\_\_\_\_
- 45. -scopy \_\_\_\_\_

# Worksheet 1D

## Word Building Practice

Directions: After each word part write out its meaning. Then on the blank line, combine the word parts into a single word and write out its meaning.

1. aden/o \_\_\_\_\_  
-pathy \_\_\_\_\_  
\_\_\_\_\_
2. gastr/o \_\_\_\_\_  
-algia \_\_\_\_\_  
\_\_\_\_\_
3. gynec/o \_\_\_\_\_  
-logy \_\_\_\_\_  
\_\_\_\_\_
4. nephro \_\_\_\_\_  
-ectomy \_\_\_\_\_  
\_\_\_\_\_
5. pan- \_\_\_\_\_  
cardi/o \_\_\_\_\_  
-itis \_\_\_\_\_  
\_\_\_\_\_
6. dys- \_\_\_\_\_  
-plasia \_\_\_\_\_  
\_\_\_\_\_

Directions: Break down each term into its word parts. Then write out the meaning of each word part. Finally, write out the meaning of the entire word.

7. rhinorrhea \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. carcinogenic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. otoscope \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued)

10. hypertrophy \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. epigastric \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Worksheet 1E

## Making Plurals

Directions: Write the plural form for each singular term given below.

1. bursa \_\_\_\_\_
2. thorax \_\_\_\_\_
3. apex \_\_\_\_\_
4. carcinoma \_\_\_\_\_
5. diagnosis \_\_\_\_\_
6. criterion \_\_\_\_\_
7. bronchus \_\_\_\_\_
8. diverticulum \_\_\_\_\_
9. deformity \_\_\_\_\_
10. larynx \_\_\_\_\_



# Worksheet 1F

## Medical Records

Directions: Define each document found in a medical record in the space provided.

1. History and Physical \_\_\_\_\_  
\_\_\_\_\_
2. Physician's Orders \_\_\_\_\_  
\_\_\_\_\_
3. Nurse's Notes \_\_\_\_\_  
\_\_\_\_\_
4. Physician's Progress Notes \_\_\_\_\_  
\_\_\_\_\_
5. Consultation Reports \_\_\_\_\_  
\_\_\_\_\_
6. Ancillary Reports \_\_\_\_\_  
\_\_\_\_\_
7. Diagnostic Reports \_\_\_\_\_  
\_\_\_\_\_
8. Informed Consent \_\_\_\_\_  
\_\_\_\_\_
9. Operative Report \_\_\_\_\_  
\_\_\_\_\_
10. Anesthesiologist's Report \_\_\_\_\_  
\_\_\_\_\_
11. Pathologist's Report \_\_\_\_\_  
\_\_\_\_\_
12. Discharge Summary \_\_\_\_\_  
\_\_\_\_\_





## Quiz 1A

### New Word Parts Quiz

Directions: Define each of the following word parts.

1. cis/o \_\_\_\_\_
2. dermat/o \_\_\_\_\_
3. hemat/o \_\_\_\_\_
4. neur/o \_\_\_\_\_
5. pulmon/o \_\_\_\_\_
6. auto- \_\_\_\_\_
7. brady- \_\_\_\_\_
8. inter- \_\_\_\_\_
9. peri- \_\_\_\_\_
10. post- \_\_\_\_\_
11. trans- \_\_\_\_\_
12. eu- \_\_\_\_\_
13. poly- \_\_\_\_\_
14. hemi- \_\_\_\_\_
15. hypo- \_\_\_\_\_
16. -cyte \_\_\_\_\_
17. -osis \_\_\_\_\_
18. -malacia \_\_\_\_\_
19. -logy \_\_\_\_\_
20. -sclerosis \_\_\_\_\_
21. -rrhea \_\_\_\_\_
22. -ectomy \_\_\_\_\_
23. -ostomy \_\_\_\_\_
24. -scope \_\_\_\_\_
25. -metry \_\_\_\_\_



Name \_\_\_\_\_ Date \_\_\_\_\_ Score \_\_\_\_\_

## Quiz 1B

### Spelling Quiz

Directions: Write each term as your instructor pronounces it.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_



# Quiz 1C

## Chapter Review

### PART I: True/False

Directions: Write true or false in the blank before each number.

- \_\_\_\_\_ 1. The word root is the foundation of a medical term.
- \_\_\_\_\_ 2. The most common combining vowel is *i*.
- \_\_\_\_\_ 3. Prefixes add meaning to a term such as disease.
- \_\_\_\_\_ 4. Many terms have alternate pronunciations.
- \_\_\_\_\_ 5. Combining vowels are translated as *pertaining to*.
- \_\_\_\_\_ 6. Healthcare professionals have to be careful because some terms have the same beginning sound but are spelled differently.
- \_\_\_\_\_ 7. Suffixes add meaning to a term such as a procedure.
- \_\_\_\_\_ 8. A combining form is a word root and its suffix.
- \_\_\_\_\_ 9. HIPAA sets federal standards to protect a patient's medical record.
- \_\_\_\_\_ 10. Using one's own abbreviations is a good way to save time.
- \_\_\_\_\_ 11. It is possible to build a medical term from only a prefix and suffix.
- \_\_\_\_\_ 12. The only word part found in every medical term is a word root.

### PART II: Building Medical Terms

Directions: Fill-in-the-blanks with the requested information.

- 1. In the term *otitis*, the suffix is \_\_\_\_\_, and this suffix means \_\_\_\_\_.
- 2. In the term *laryngectomy*, the word root is \_\_\_\_\_, and this word root means \_\_\_\_\_.
- 3. In the term *bradycardia*, the prefix is \_\_\_\_\_, and this prefix means \_\_\_\_\_.
- 4. Study the term *epigastric*.

What is the prefix and what does it mean? \_\_\_\_\_

What is the word root and what does it mean? \_\_\_\_\_

(Continued)

What is the suffix and what does it mean? \_\_\_\_\_

What does the entire term mean? \_\_\_\_\_

5. How many word roots are in the term *gastroenteritis*? \_\_\_\_\_

What are they? \_\_\_\_\_

6. Build a term for the phrase *abnormal softening of a nerve*.

\_\_\_\_\_

7. Build a term for the phrase *discharge from the nose*.

\_\_\_\_\_

8. Build a term for the phrase *study of the eye*.

\_\_\_\_\_

9. Build a term for the phrase *gland tumor*.

\_\_\_\_\_

10. Does the term built from *pulmon/o* and *-logy* require a combining vowel? \_\_\_\_\_

Explain your answer. \_\_\_\_\_

### PART III: Matching

Directions: Match each term on the left with its definition on the right. Enter the letter for your answer in the blank before each number.

- |   |   |
|---|---|
| _____ 1. history and physical             | a. provides services that do not require overnight hospital stay                |
| _____ 2. acute care hospital              | b. reports results of tests performed on patient                                |
| _____ 3. consultation report              | c. provides services in prepaid system  |
| _____ 4. home healthcare                  | d. written by admitting physician, includes initial diagnoses                   |
| _____ 5. ancillary report                 | e. provides long-term care for patients unable to care for themselves           |
| _____ 6. ambulatory care center           | f. complete list of care, medication, tests, and treatments ordered for patient |
| _____ 7. nurse's notes                    | g. reports results from studying tissue removed from patient                    |
| _____ 8. rehabilitation center            | h. provides care for very specific types of diseases                            |
| _____ 9. diagnostic reports               | i. daily record of patient's condition, results of tests and updated diagnoses  |
| _____ 10. specialty care hospital         | j. record of patient's care throughout day                                      |
| _____ 11. operative report                | k. provides services in patient's own home                                      |
| _____ 12. physician's office              | l. written by specialist who has seen patient                                   |
| _____ 13. discharge summary               | m. provides services for terminally ill patients                                |
| _____ 14. hospice                         | n. relates details regarding substances given to patient during surgery         |
| _____ 15. pathologist's report            | o. written by surgeon   |
| _____ 16. health maintenance organization | p. provides intensive physical and occupational therapy                         |
| _____ 17. physician's orders              | q. comprehensive outline of patient's entire hospital stay                      |
| _____ 18. nursing home                    | r. provides services in private office setting                                  |
| _____ 19. physician's progress notes      | s. reports results from various treatments and therapies patient has received   |
| _____ 20. anesthesiologist's report       | t. provides services for a short period of time                                 |





# Chapter 1 Answer Keys

## Worksheet 1A Answer Key

- |                    |                          |
|--------------------|--------------------------|
| 1. gland           | 12. immune               |
| 2. cancer          | 13. voice box            |
| 3. heart           | 14. shape                |
| 4. chemical        | 15. kidney               |
| 5. to cut          | 16. nerve                |
| 6. skin            | 17. eye                  |
| 7. small intestine | 18. ear                  |
| 8. stomach         | 19. disease              |
| 9. female          | 20. lung                 |
| 10. blood          | 21. nose                 |
| 11. water          | 22. urine, urinary tract |

## Worksheet 1B Answer Key

- |                           |                         |
|---------------------------|-------------------------|
| 1. without, away from     | 23. through             |
| 2. without                | 24. around              |
| 3. before, in front of    | 25. after               |
| 4. against                | 26. before, in front of |
| 5. self                   | 27. false               |
| 6. slow                   | 28. backward, behind    |
| 7. painful, difficult     | 29. below, under        |
| 8. within, inner          | 30. above, excess       |
| 9. upon, over             | 31. above               |
| 10. normal, good          | 32. rapid, fast         |
| 11. different             | 33. through, across     |
| 12. same                  | 34. beyond, excess      |
| 13. over, above           | 35. two                 |
| 14. under, below          | 36. half                |
| 15. under, beneath, below | 37. one                 |
| 16. among, between        | 38. many                |
| 17. within, inside        | 39. none                |
| 18. large                 | 40. many                |
| 19. small                 | 41. four                |
| 20. new                   | 42. partial, half       |
| 21. all                   | 43. three               |
| 22. beside, beyond, near  | 44. one                 |

## Worksheet 1C Answer Key

- |                        |                           |
|------------------------|---------------------------|
| 1. pain                | 8. produces, generates    |
| 2. hernia, protrusion  | 9. producing, produced by |
| 3. cut                 | 10. state, condition      |
| 4. cell                | 11. abnormal condition    |
| 5. pain                | 12. state of              |
| 6. dilation            | 13. inflammation          |
| 7. that which produces | 14. one who studies       |

15. study of
16. destruction
17. abnormal softening
18. enlargement, large
19. tumor, mass
20. abnormal condition
21. disease
22. development, growth
23. formation, development
24. drooping
25. excessive, abnormal flow
26. discharge, flow
27. rupture
28. hardening
29. narrowing
30. treatment
31. nourishment, development
32. puncture to withdraw fluid
33. surgical removal
34. surgically create an opening
35. cutting into
36. surgical fixation
37. surgical repair
38. suture
39. record or picture
40. instrument for recording
41. process of recording
42. instrument for measuring
43. process of measuring
44. instrument for viewing
45. process of visually examining

### Worksheet 1D Answer Key

1. aden/o = gland; -pathy = disease; gland disease
2. gastr/o = stomach; -algia = pain; stomach pain
3. gynec/o = female; -logy = study; study of female
4. nephro/o = kidney; -ectomy = surgical removal; surgical removal of kidney
5. pan- = all; cardi/o = heart; -itis = inflammation; inflammation of all heart
6. dys- = abnormal, painful; -plasia = development; abnormal development
7. rhin/o = nose; -rrhea = flow, discharge; discharge from the nose
8. carcin/o = cancer; -genic = producing; cancer producing
9. ot/o = ear; -scope = instrument to view; instrument to view the ear
10. hyper- = excessive; -trophy = development; excessive development
11. epi- = above; gastr/o = stomach; -ic = pertaining to; pertaining to above the stomach

### Worksheet 1E Answer Key

1. bursae
2. thoraces
3. apices
4. carcinomata
5. diagnoses
6. criteria
7. bronchi
8. diverticula
9. deformities
10. larynges

### Worksheet 1F Answer Key

1. **History and Physical**—Written or dictated by admitting physician; details patient's history, results of physician's examination, initial diagnoses, and physician's plan of treatment
2. **Physician's Orders**—Complete list of care, medications, tests, and treatments physician orders for patient
3. **Nurse's Notes**—Record of patient's care throughout day; includes vital signs, treatment specifics, patient's response to treatment, and patient's condition
4. **Physician's Progress Notes**—Physician's daily record of patient's condition, results of physician's examinations, summary of test results, updated assessment and diagnoses, and further plans for patient's care
5. **Consultation Reports**—Report given by specialist whom physician has asked to evaluate patient
6. **Ancillary Reports**—Reports from various treatments and therapies patient has received,

such as rehabilitation, social services, respiratory therapy, or dietician

7. **Diagnostic Reports**—Results of all diagnostic tests performed on patient, principally from lab and medical imaging (for example: X-rays and ultrasound)
8. **Informed Consent**—Document voluntarily signed by patient/responsible party that clearly describes purpose, methods, procedures, benefits, and risks of diagnostic or treatment procedure
9. **Operative Report**—Report from surgeon detailing operation; includes pre- and postoperative diagnosis, specific details of surgical procedure itself, and how patient tolerated procedure

10. **Anesthesiologist's Report**—Relates details regarding drugs given to patient, patient's response to anesthesia, and vital signs during surgery

11. **Pathologist's Report**—Report given by pathologist who studies tissue removed from patient (for example: bone marrow, blood, or tissue biopsy)

12. **Discharge Summary**—Comprehensive outline of patient's entire hospital stay; includes condition at time of admission, admitting diagnosis, test results, treatments and patient's response, final diagnosis, and follow-up plans

### Quiz 1A Answer Key

1. to cut
2. skin
3. blood
4. nerve
5. lung
6. self
7. slow
8. among, between
9. around
10. after
11. through, across
12. normal, good
13. many
14. half
15. under, below
16. cell
17. abnormal condition
18. abnormal softening
19. study of
20. hardening
21. flow, discharge
22. surgical removal
23. create a new opening
24. instrument to view
25. process of measuring

### Quiz 1B Answer Key

1. carcin/o
2. gynec/o
3. hydr/o
4. laryng/o
5. ophthalm/o
6. dys-
7. hyper-
8. pseudo-
9. tachy-
10. intra-
11. infra-
12. retro-
13. quad-
14. nulli-
15. para-
16. -cise
17. -plasia
18. -rrhexis
19. -ptosis
20. -megaly
21. -ectasis
22. -rrhage
23. -centesis
24. -graphy
25. -rrhaphy

## Quiz 1C Answer Key

### True/False

1. True
2. False
3. False
4. True
5. False
6. True
7. True
8. False
9. True
10. False
11. True
12. False

### Building Medical Terms

1. -itis; inflammation
2. laryng/o; larynx or voice box
3. brady-; slow
4. epi-; upon, over; gastr/o; stomach; -ic; pertaining to; pertaining to over the stomach
5. two; gastr/o and enter/o
6. neuromalacia
7. rhinorrhea
8. ophthalmology

9. adenoma

10. yes; the suffix begins with a consonant

### Matching

1. d
2. t
3. l
4. k
5. s
6. a
7. j
8. p
9. b
10. h
11. o
12. r
13. q
14. m
15. g
16. c
17. f
18. e
19. i
20. n