

COURSE OUTLINE

Medical Office Administration 182 Medical Terminology

Catalog Statement

MOA 182 is designed to familiarize those interested in the medical field with origin, correct spelling, pronunciation, meaning and current usage of common medical terms and their application to clinical records and reports. Emphasis is placed on the roots, prefixes, suffixes, and word combinations. A comprehensive overview of each body system's common medical terms is emphasized. In addition, anatomy, physiology, and disease processes for each are discussed.

Total Lecture Units: 2.0

Total Laboratory Units: 1.0

Total Course Units: 3.0

Total Lecture Hours: 32.0

Total Laboratory Hours: 48.0

Total Laboratory Hours to Be Arranged: 0.0

Total Faculty Contact Hours: 80.0

Recommended Preparation: Eligibility for ENGL 120, ESL 151, or BUSAD 106 or equivalent and MOA 180

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- explain health data and clinical documentation principles, standards and guidelines to ensure the quality of the health record in a medical clinic or an acute-care hospital setting;
- evaluate compositions for unity, sufficiency of development, evidence, coherence, and variety of sentence structure;
- comprehend multi-paragraph reading passages in textbooks;
- use terminology related to business documents.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- recognize the origin of medical terminology;
- demonstrate correct spelling, punctuation, meaning and current usage of common medical terms;
- apply the medical terms to clinical records and reports.

Course Content

Introduction to the Language of Healthcare (**5 hours**)

Total Faculty Contact Hours = 80.0

- Rules used to build, spell, and pronounce healthcare terms
- Introductory word bank of prefixes, suffixes, and combination of forms
- Organization of the Human Body
- Positional and directional vocabulary
- Body cavities
- Planes of the body
- Musculoskeletal System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Integumentary System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- The Gastrointestinal System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- The Urinary System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Reproductive System (5 hours)**
 - Male & Female
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Blood, Lymphatic and Immune Systems (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Cardiovascular System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Respiratory System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Nervous System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Mental and Behavioral Health (2 hours)**
 - Role of the DSM-IV (Diagnostic and Statistical Manual of Mental Disorders)
 - Definitions of mental and behavioral health, pathology, diagnostic procedures, and therapeutic interventions
- Special Senses: Eye and Ear (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Endocrine System (2 hours)**
 - Anatomy and physiology
 - Pathology, diagnostic procedures, and therapeutic interventions
- Laboratory Content (48 hours)**
 - Electronic Patient Chart and Patient Medical Chart (10 hours)

- Data entry of patient medical chart
- Review Medical Terminology
- Disease and Diagnosis
- Procedure and Therapy
- Medical Chart Documentation, Terminology as a Medical Language (**10 hours**)
 - Medical Terminology definition
 - Standards and Guidelines
 - Chart for accuracy
 - Chart for consistency
- Retrieve Medical Chart, follow up and referral (**10 hours**)
 - Managing orders and referrals
 - Laboratory Procedures
 - Pathology Services
 - Pharmacy Administration
- Medical Chart data content management (**10 hours**)
 - Chart Management
 - Extracting Meaningful use of content
 - Health Data and information Management
 - Report access and development
- Patient Chart as Medical Coding (**8 hours**)
 - Medical Terminology & Coding
 - Anatomy and Physiology
 - Pathology and Pharmacology

Methods of Instruction

The following methods of instruction may be used in this course:

- lecture;
- demonstration;
- hands-on activities and assignments;
- computer-related lab assignments (e.g. set up an Electronic Medical Record);
- online.

Out of Class Assignments

The following out of class assignments may be used in this course:

- practice exercises (e.g. write a progress note for a patient identifying a specific disease using medical terminology);
- written reports and medical forms (e.g. complete report on selected disease, diagnosis, intervention and therapy using electronic medical charts).

Methods of Evaluation

The following methods of evaluation may be used in this course:

- quizzes;
- midterm examination;

- final examination;
- Lab assignments (e.g use software Electronic Health Record application to review several records and navigate medical charts to located patient data using Medical Terminology).

Textbooks

Willis, Marjorie C. *Medical Terminology: A Programmed Learning Approach to the Language of Health Care*. 2nd ed. Philadelphia: Lippincott Williams & Wilkins, 2008. Print.
10th Grade Textbook Reading Level. ISBN: 978-0781792837

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

- explain the guidelines in forming and pronouncing basic medical terms;
- demonstrate use of medical office terms for common diagnostic and therapeutic intervention;
- develop a vocabulary of medical terms for each body system including anatomy, physiology, pathology and pharmacology;
- apply the medical terminology to clinical records and reports.