



Independent Study IN IDAHO

HCA 210

Medical Terminology and Communication

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**The University of Idaho in statewide cooperation with
Boise State University — Idaho State University
Lewis-Clark State College**

Study Guide

Independent

Study IN IDAHO

PO Box 443225

Moscow ID 83844-3225

Self-paced study. Anytime. Anywhere!

Health Care Administration 210 Medical Terminology & Communication

Idaho State University
2 Semester-Hour Credits

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Independent Study in Idaho

This course is offered by Idaho State University.


Medical Terminology & Communication

2 Semester-Hour Credits: ISU

Welcome!

Whether you are a new or returning student, welcome to the Independent Study in Idaho (ISI) program. Before beginning this course, read the information provided below, including course description, prerequisites, required materials, course objectives, and information about lessons, exams, and grading.

Important!

As you read this section, you will see the following icon: 

Use this icon to direct yourself to the **Appendix** in the back of this study guide for essential registration information, Independent Study in Idaho policies and procedures, and forms you will need to successfully complete this course. You are responsible for understanding and following ISI policies and procedures.



Turn to the **Appendix** now. Familiarize yourself with the information in the *Registration* section, student responsibilities in *Academic Integrity*, and the necessary forms. If there is anything you do not understand, please contact the ISI office for clarification before starting your course.

Course Description

Terminology and vocabulary basic to all areas of medical science, hospital services, and allied health specialties. Develops skills in correct written and oral usage of medical terms.

Course Materials

Required Course Materials

- Brooks, Myrna Lafleur. *Exploring Medical Language: A Student-Directed Approach*. 5th ed. St. Louis: The C. V. Mosby Company, 2002. ISBN: 0-323-01218-3 (The 4th edition is also acceptable.)
- *Audiotapes to Accompany Exploring Medical Language*. 5th ed. St. Louis: The C. V. Mosby Company, 2002. ISBN: 0-323-01225-6

The text is in the form of a “workbook” and contains exercises to be completed by the student. Also, the workbook is accompanied by 460 flashcards with the medical term on one side and the definition on the other side to aid in the learning of terms. The companion audiotapes, with pronunciations and definitions, are keyed to the chapters in the text.

Independent Study in Idaho course materials are available for purchase at the University of Idaho Bookstore. Visit the UI Bookstore’s Web site, <http://www.uidahobookstore.com>, select *Textbook, Independent Study* for a list of course materials. You may order online, by telephone, (208) 885-7334, or by e-mail to uiboooks@uidaho.edu.

Independent Study in Idaho courses are updated and revised periodically. Ordering course materials from the UI Bookstore at the time of registration allows you to purchase the correct edition(s) of

textbooks, study guides, and supplemental materials. If purchasing textbooks from another source, refer to the ISBN(s) for the textbook(s) listed for this course to ensure that you obtain the correct edition(s). If you have questions regarding the course materials you have ordered and received, contact the UI Bookstore.

Course Introduction

Medical terminology is a must for employees of law firms, insurance agencies, public health departments, and health related private associations. As the number of health related jobs continues to increase (there are over 600 job titles listed by the United States Government), the health care industry is now the largest in the United States. This has caused an increased demand for people with a knowledge of medical terminology.

Course Objectives

This course and the text that is used are designed to assist students in mastering the language of medicine quickly and easily. The text is especially designed for Independent Study. The role of the instructor is to structure the course and keep the student "on task," a facility most of us all lack as individuals. That is, unless you are like Dr. J. Robert Oppenheimer, the father of the atomic bomb, who taught himself Greek as an undergraduate.

This course will enable the student to develop skills in the correct usage of medical terms, both orally and written. It will deal with anatomical terms of the human body structure; physiological and pathological conditions; and facilitate the building, analyzing, defining, pronunciation, and spelling of these terms and conditions as well as diagnostic terms.

This is a language course which has its background in Greek, Latin, French, and English. As such, it requires some memorization, but it is geared to facilitate the learning. We must remember that our medical tradition has roots that go back 2500 years, and has absorbed terms from many sources.

Lessons

Overview

Each lesson includes the following components:

- A reading assignment.
- An overview.

Study Hints:

- Complete all assigned readings.
- Set a schedule allowing for completion of the course one month prior to your desired deadline.
(An *Assignment Submission Log* is provided for this purpose.)

You should pace yourself to read at least one chapter per week and fill out the exercises in each of the chapters. Because of the course structure, there will be little collateral lesson information. Each lesson is self-study since the workbook is designed that way. After each workbook chapter is completed, you may arrange with your proctor to take the appropriate test. (See *Exams*.)

It will take at least two hours and as much as four hours to study and complete the self-study exercises in each chapter. The chapters begin with anatomical terms and proceed to the word parts pertinent to the body system (for example, respiratory is one system, while digestive is another). Then the chapter proceeds to medical, diagnostic, and procedural terms for a particular body system. Each chapter is a guided tour of a system and is very easy to follow. You may do more than one chapter per week. For the first one-third of the book, each chapter provides information for succeeding chapters. Because of this

term-building aspect, you should not exceed the recommended time period; too much forgetting occurs between lessons.

You are encouraged to keep the workbook, because it is essentially a medical dictionary that is grouped by body systems. You may buy a traditional medical dictionary for the course, but this is not really necessary. If you are pursuing a medical or medically related profession, the purchase of a dictionary is recommended.



See the **Appendix** at the back of this study guide for essential *ISI policies on submitting lessons to your instructor*. See the letter sent in your registration packet for *your instructor's requirements: how to format and submit lessons; number of lessons you may submit at one time, and lesson guidelines*.

Exams

Overview

- You must wait for grades and comments on lessons prior to taking each subsequent exam.
- For your instructor's exam guidelines, refer to the letter sent in your registration packet and the *Exam Information* sections in this study guide.

There is an exam for every lesson. After each workbook chapter is completed, you may arrange with your proctor to take the appropriate exam. Alternatively, you may choose to do the lessons in groups of four and then arrange with your proctor to take four exams at one sitting. If choosing to take four exams at one sitting you must allot yourself adequate time to take the exams (there is no time limit when taking the exams). Any material presented in the workbook can be covered on an exam. This includes the notes outlined in blue. All exams must be filled out on a computer-scoring sheet with a soft lead pencil (the bubble sheet and paper are provided. Please bring a #2 pencil). Short answers should be included on a separate sheet. **All exams are closed book.**

See *Grading* for specific information on exams, points, and percentages.

Choosing a Proctor/Scheduling Exams

All exams require a proctor unless an exam is self-administered.



See the **Appendix** for guidelines on *how to choose a proctor and schedule exams*.

Grading

There are sixteen chapters in the book. After completing each chapter's work, the student takes a proctored examination. There are sixteen exams, but there is no final examination, and the individual exams are not cumulative (they do not ask questions about material in previous chapters).

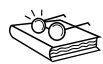
The total number of points in the sixteen exams is 994. Grades will be computed as follows:

A = 90 to 100%	(895 to 994 points)
B = 80 to 89%	(795 to 894 points)
C = 70 to 79%	(695 to 794 points)
D = 60 to 69%	(595 to 694 points)
F = 59% or less	(Less than 595 points)

If a score is within a few points of the next highest score, the higher grade will be given. The number of points for each exam is as follows:

<u>Exam</u>	<u>Points</u>	<u>Exam</u>	<u>Points</u>
1	22	9	80
2	31	10	78
3	47	11	78
4	66	12	78
5	76	13	47
6	71	14	75
7	47	15	74
8	68	16	<u>56</u>
			Total: 994

The final course grade is issued after **all** lessons and exams have been graded.



See the **Appendix** for information about *confidentiality of student grades, course completion and time considerations*, and *requesting a transcript*.

About the Course Developer

Welcome to Medical Terminology. I have selected a text that is well suited to the task of learning a foreign language. But in this course, you only have to learn words and not troublesome things like grammar, syntax, and semantics.

I have been teaching in a health care context since 1969, and I have had to learn medical terminology the hard way, on the job. I wish I had had the course as a student, but I did not. So I want to make it as easy as possible for students to acquire this knowledge. Fortunately I now have had enough exposure to medical language to be able to talk to my son, who is entering medical school in the fall of 1997 (I'm joking!).

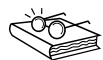
I am professor and chair of the Department of Health Care Administration at Idaho State University. I grew up in the West, worked all over the United States, and was fortunate enough to return to Idaho sixteen years ago. This is a great place to live, work, and study.

I obtained my baccalaureate and master's degrees in business and law at the University of Wyoming and another master's and a Ph.D. at the University of Colorado in medical anthropology. I have taught in two medical schools and several other universities in the health professions.

Robert S. Weppner

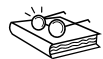
Contacting Your Instructor

You will receive *course and instructor contact information* in your registration packet.



See the **Appendix** for detailed information on *contacting your instructor*.

Disability Support Services



See the **Appendix** for *information on Disability Support Services (DSS)*.

Assignment Submission Log

There is an exam for every lesson. You may schedule with your proctor one exam after each lesson, or take four exams at one time, after four lessons are completed.

Lesson	Chapter	Took Exam
1	1	___
2	3 (not chapter 2)	___
3	2 (not chapter 3)	___
4	4	___

It is time to make arrangements with your proctor to take Exams 1–4.

5	5	___
6	6	___
7	7	___
8	8	___

It is time to make arrangements with your proctor to take Exams 5–8.

9	9	___
10	10	___
11	11	___
12	12	___

Lesson	Chapter	Took Exam
It is time to make arrangements with your proctor to take Exams 9–12.		
13	13	___
14	14	___
15	15	___
16	16	___
It is time to make arrangements with your proctor to take Exams 13–16.		

Lesson 1

Introduction to Word Parts

Reading Assignments

Brooks, Chapter 1.



Please read the **Appendix** in the back of this study guide for essential Independent Study in Idaho policies and procedures, and forms you will need to successfully complete this course. You are responsible for understanding and following ISI policies and procedures. If there is anything on these pages you do not understand, contact the ISI office for clarification. Before starting Lesson 1, see the letter sent in your registration packet for your instructor's requirements: **how to format and submit lessons, number of lessons you may submit at one time, and lesson guidelines.**

Overview

This chapter covers the four word parts, combining forms, analyzing and defining medical terms, and building medical terms for given definitions.

Lesson 2

Directional Terms, Anatomical Planes and Regions, and Additional Terms

Reading Assignments

Brooks, Chapter 3. Please do not confuse this with Chapter 2.

Overview

This chapter is assigned out of sequence because it most appropriately follows Chapter 1. Definition, pronunciation, and spelling are covered for terms for body directions, anatomical planes, and the abdominal regions.

Lesson 3

Structure of the Human Body

Reading Assignments

Brooks, Chapter 2. Please do not confuse this with Chapter 3.

Overview

The anatomical terms of the human body structure are covered as well as definitions of the word parts; build, analyze, define, pronounce and spell the diagnostic related to body structure.

The remaining 13 lessons separately cover terminology for each important system of the body. Each lesson and associated chapter of the text cover anatomical terms, word parts, definitions, pronunciation, and spelling of diagnostic, surgical, procedural, and other related terms.

Lesson 4

Integumentary System

Reading Assignments

Brooks, Chapter 4.

Overview

Anatomical terms, word parts, definitions, pronunciation, and spelling of diagnostic, surgical, procedural, and other related terms.