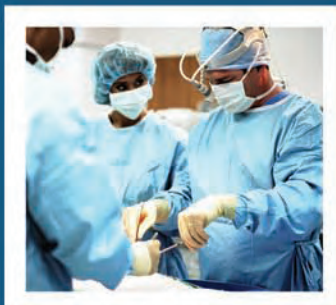
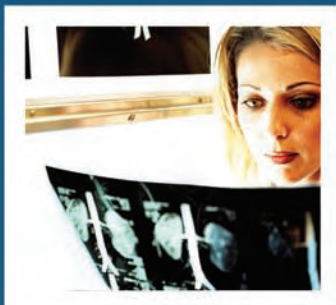
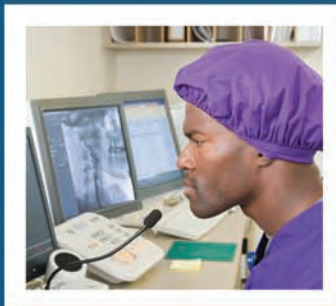
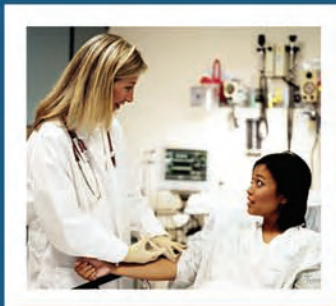


THE MEDICAL TRANSCRIPTION WORKBOOK Third Edition

HEALTH PROFESSIONS INSTITUTE



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- A. Overview and General Review
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- C. Gastrointestinal System
- D. Cardiovascular and Respiratory System
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Section 3. Professional Issues

The Medical Transcription Workbook

Third Edition



**Health Professions Institute
Modesto, California**

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Gastrointestinal System

Anatomy & Physiology of the Gastrointestinal System

Arrange the following anatomic structures in order to show the pathway of digestion. Begin with the oral cavity.

oral cavity	pharynx	duodenum
sigmoid colon	stomach	ileum
jejunum	descending colon	rectum
esophagus	cecum	anus
ascending colon	transverse colon	

- oral cavity
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Fill in the blanks with the correct answer. Some answers may require more than one word.

- The _____ serves as a common passageway for air moving from the nose to the trachea and for food moving from the oral cavity to the stomach.
- The opening that leads from the mouth and into the oropharynx is called the _____.
- The two sphincters in the wall of the anal canal that guard the anal opening are called _____

- The pancreas is both an _____ and an _____ gland.
- The three glands that release saliva are _____

- Millions of microscopic fingerlike _____ line the walls of the small intestine.

Match the letter of the definitions in the right column with the correct anatomy words in the left column.

- | | |
|--------------------------|--|
| ___ 21. colon | A. lower part of the colon shaped like an <i>S</i> . |
| ___ 22. deglutition | B. organ that stores bile |
| ___ 23. appendix | C. the large intestine |
| ___ 24. bile | D. first part of large intestine |
| ___ 25. common bile duct | E. digestive juice produced by salivary glands |
| ___ 26. duodenum | F. produces insulin |
| ___ 27. bowel | G. swallowing |
| ___ 28. ileum | H. pigment in bile |
| ___ 29. sigmoid colon | I. salivary gland near ear |
| ___ 30. esophagus | J. blind pouch hanging from first part of colon |
| ___ 31. stomach | K. throat |
| ___ 32. pharynx | L. hormone that transports sugar into cells |
| ___ 33. gallbladder | M. speeds up reactions between substances |
| ___ 34. liver | N. digestive juice made in liver |
| ___ 35. jejunum | O. building blocks of proteins |
| ___ 36. feces | P. second part of small intestine |
| ___ 37. insulin | Q. third part of small intestine |
| ___ 38. pancreas | R. tube connecting the throat and stomach |
| ___ 39. anus | S. organ that receives food from the esophagus |
| ___ 40. bilirubin | T. first part of small intestine |
| ___ 41. cecum | U. intestine |
| ___ 42. parotid | V. opening of digestive tract to outside of the body |
| ___ 43. enzyme | W. chewing |
| ___ 44. amino acids | X. carries bile from liver and gallbladder to duodenum |
| ___ 45. mastication | Y. another word for "stool" |
| ___ 46. saliva | Z. organ that secretes bile and destroys old red cells |

Choose the letter of the correct answer in each of the following multiple-choice questions.

- ___ 47. The hormone that stimulates the gallbladder to contract and release bile is
- insulin
 - lipase
 - cholecystokinin
 - maltase
- ___ 48. The liver removes excess glucose from the bloodstream, storing it in liver cells as
- pepsin
 - fatty acids
 - glycogen
 - triglycerides
- ___ 49. The parotid gland is located
- near the ear
 - behind the liver
 - under the tongue
 - next to the pancreas
- ___ 50. The substance produced by the stomach that is necessary for digestion is
- hydrochloric acid
 - dentin
 - amylase
 - chyme
- ___ 51. The vermiform appendix
- digests cellulose in vegetables
 - is a vestigial structure
 - stores vital appendicoliths
 - incubates bacteria that can break down food particles
- ___ 52. Which of the following is NOT a function of the large intestine?
- absorption of sodium and water
 - incubation of bacteria
 - elimination of wastes
 - storage of iron and other vitamins
- ___ 53. What is the function of a sphincter?
- to close a passage
 - to act as a catalyst
 - to release nutrients
 - to open a valve
- ___ 54. Most chemical digestion takes place within the
- mouth
 - duodenum
 - small bowel
 - large bowel

Gastrointestinal System Terminology Challenge

Match the prefix in the left column with a related term in the right column.

- | | |
|--------------------|-----------------------------|
| ___ 1. cheilo- | A. peritoneum |
| ___ 2. colo- | B. abdomen or belly |
| ___ 3. procto- | C. cecum |
| ___ 4. pharyngo- | D. bile |
| ___ 5. hepato- | E. small intestine |
| ___ 6. oro- | F. cheek |
| ___ 7. duodeno- | G. esophagus |
| ___ 8. ceco- | H. lip |
| ___ 9. sigmoido- | I. throat |
| ___ 10. celio- | J. fat |
| ___ 11. colono- | K. colon or large intestine |
| ___ 12. pancreato- | L. stomach |
| ___ 13. bucco- | M. anus |
| ___ 14. peritoneo- | N. stone |
| ___ 15. laparo- | O. ileum |
| ___ 16. jejuno- | P. duodenum |
| ___ 17. stomato- | Q. sigmoid colon |
| ___ 18. gastro- | R. liver |
| ___ 19. esophago- | S. pancreas |
| ___ 20. bili- | T. mouth |
| ___ 21. litho- | U. jejunum |
| ___ 22. steato- | V. starch |
| ___ 23. amylo- | W. esophagus |
| ___ 24. ileo- | |
| ___ 25. chole- | |
| ___ 26. entero- | |

The suffix *-itis* refers to inflammation. Change each of the entries below to indicate inflammation of the anatomic structure.

- | | |
|--------------------------|-----------|
| 27. jejunum | jejunitis |
| 28. kidney | _____ |
| 29. colon | _____ |
| 30. duodenum | _____ |
| 31. esophagus | _____ |
| 32. gallbladder | _____ |
| 33. ileum | _____ |
| 34. liver | _____ |
| 35. stomach | _____ |
| 36. pancreas | _____ |
| 37. appendix | _____ |
| 38. peritoneum | _____ |
| 39. common bile duct | _____ |
| 40. spleen | _____ |
| 41. bowel | _____ |
| 42. stomach + intestines | _____ |
| 43. tongue | _____ |
| 44. pharynx | _____ |
| 45. rectum | _____ |

Choose the correct answer in each of the following multiple-choice questions. Write the letter of your answer in the space provided.

- ___ 46. The term for the serosal membrane that lines the abdominopelvic walls is
- perineum
 - perion
 - peronia
 - peritoneum
- ___ 47. A papilla is a
- tiny hair-like projection
 - nipple-like elevation
 - ridge
 - blind pouch
- ___ 48. Which of the following is the medical term for a rumbling, gurgling noise in the stomach and intestines?
- borborygmus
 - belch
 - flatus
 - eructation

- ___ 49. Choose the best definition for the word *celiac*
 - A. pertaining to the stomach
 - B. pertaining to the small intestine
 - C. pertaining to part of the large intestine
 - D. pertaining to the abdomen

- ___ 50. The adjective that describes a fluid wave in the abdomen is
 - A. ascetic
 - B. acidic
 - C. asthenic
 - D. ascitic

- ___ 51. Rugae are
 - A. projections
 - B. contractions
 - C. rings
 - D. wrinkles

- ___ 52. Postprandial pain is experienced after
 - A. waking
 - B. sleeping
 - C. eating
 - D. belching

- ___ 53. The movement that propels food from the esophagus to the stomach is termed
 - A. peristalsis
 - B. deglutition
 - C. absorption
 - D. digestion

Gastrointestinal System Abbreviations

Translate the following abbreviations and brief forms.

- 1. alk phos alkaline phosphatase
- 2. GE reflux _____
- 3. BE _____
- 4. ALT _____
- 5. LFTs _____
- 6. PUD _____
- 7. UGI _____
- 8. GE junction _____
- 9. EGD _____
- 10. NG _____
- 11. GB _____
- 12. GERD _____
- 13. GI _____
- 14. IBD _____
- 15. AST _____
- 16. LDH _____
- 17. CAT scan _____
- 18. ERCP _____
- 19. n.p.o. _____
- 20. NSAIDs _____
- 21. BRAT diet _____
- 22. TPN _____
- 23. CBD _____
- 24. KUB _____
- 25. O&P _____
- 26. RUQ _____
- 27. RLQ _____
- 28. LUQ _____
- 29. LLQ _____
- 30. CEA _____
- 31. IBS _____

Pathophysiology of the Gastrointestinal System

Match the terms in the left column with their correct definitions in the right column.

- | | |
|----------------------------------|---|
| ___ 1. anorexia | A. gas expelled per rectum |
| ___ 2. diarrhea | B. a feeling as if one is going to vomit |
| ___ 3. ascites | C. prolonged esophageal tightening |
| ___ 4. melena | D. loss of appetite |
| ___ 5. hematochezia | E. twisting of intestine upon itself |
| ___ 6. reflux | F. varicose veins in the anal region |
| ___ 7. flatus | G. bright red blood per rectum |
| ___ 8. dysphagia | H. dilated veins at lower end of esophagus |
| ___ 9. colic | I. abnormal passageway near the anus |
| ___ 10. jaundice | J. painful swallowing |
| ___ 11. nausea | K. intestinal obstruction |
| ___ 12. polyposis | L. abnormal outpouching in intestinal wall |
| ___ 13. achalasia | M. spastic colon |
| ___ 14. fistula | N. abnormal accumulation of fluid in the abdomen |
| ___ 15. stomatitis | O. telescoping of the intestines |
| ___ 16. diverticulum | P. erosion of tissue |
| ___ 17. esophageal varices | Q. backward flow of solids and fluids |
| ___ 18. ulcer | R. very loose stools |
| ___ 19. cholelithiasis | S. protrusion of organ through muscle |
| ___ 20. hemorrhoids | T. small growths protruding from colonic membrane |
| ___ 21. hernia | U. inflammation of the mouth |
| ___ 22. cirrhosis | V. tarry stools containing blood |
| ___ 23. volvulus | W. degeneration of liver cells |
| ___ 24. ileus | X. icterus |
| ___ 25. irritable bowel syndrome | Y. gallstones |
| ___ 26. intussusception | Z. acute abdominal pain |

Fill in the blanks with the correct answers. Some answers may require more than one word.

27. Diarrhea often results in rapid transit of food through the _____.
28. A patient with constipation is usually advised to eat foods that are high in _____.
29. _____ is a disease manifested by chronic inflammation of the colon with the presence of ulcers.
30. Inflammation of the liver caused by a virus is _____.
31. A diet high in animal fat, postulated to cause the production of certain carcinogens, is suspected of causing _____ cancer.
32. _____ is the medical term for vomiting.
33. Projectile vomiting in an infant during feeding is symptomatic of the condition _____.
34. Peptic ulcers were once thought to be caused by stress and lifestyle. However, today we know that most peptic ulcers are caused by _____.
35. _____ is the burning sensation caused by the regurgitation of hydrochloric acid from the stomach into the esophagus.
36. A condition that occurs when the upper part of the stomach protrudes through the esophageal opening in the diaphragm, often causing symptoms of gastroesophageal reflux, is _____.
37. The pain that results when a gallstone blocks the excretion of bile is called biliary _____.
38. When a patient receives nourishment other than through the alimentary canal, it is referred to as _____ nutrition.
39. A fecalith is a stonelike mass of hardened _____.
40. Fever, tachycardia, and rebound tenderness over McBurney point are symptomatic of _____.

Choose the correct answer in each of the following multiple-choice questions. Write the letter of your answer in the space provided.

- ____ 41. Which form of hepatitis is acute but self-limited and not likely to cause complications or serious sequelae?
A. hepatitis A
B. hepatitis B
C. hepatitis C
D. hepatitis D
- ____ 42. In a patient with a bleeding peptic ulcer, one would expect the patient's stools to be
A. streaked with bright red blood
B. clay-colored
C. black
D. chalky
- ____ 43. A chronic relapsing disease that causes inflammation with diarrhea, cramping, and fever, and which affects the terminal ileum is
A. Crohn disease
B. irritable bowel syndrome
C. diverticulitis
D. dysentery
- ____ 44. A chronic disorder of the liver characterized by inflammation of secretory cells followed by nodular regeneration and fibrosis is named for which person?
A. Lasègue
B. Lhermitte
C. Laugier
D. Laënnec
- ____ 45. Increase in pressure in the portal vein is known as
A. choledochocele
B. portacaval syndrome
C. choledochochitis
D. portal hypertension
- ____ 46. A 40-year-old overweight female with a long history of yo-yo dieting presents with severe, acute colicky pain in the right upper quadrant and epigastric area radiating through to her back. This is symptomatic of what digestive system disease?
A. chronic pancreatitis
B. acute cholecystitis
C. chronic hepatitis
D. acute appendicitis
- ____ 47. Most cases of this disease occur in alcoholics or in persons with chronic biliary tract disease such as cholelithiasis and cholecystitis:
A. cirrhosis
B. pancreatitis
C. hepatitis
D. peritonitis
- ____ 48. A common hernia of infancy in which the abdominal contents protrude at the navel is classified as a type of
A. hiatal hernia
B. femoral hernia
C. esophageal hernia
D. abdominal hernia
- ____ 49. Transformation of normal esophageal squamous epithelium into columnar epithelium is characteristic of
A. esophageal reflux
B. esophageal stricture
C. Barrett esophagus
D. esophageal varices
- ____ 50. A pancreatic tumor that produces excessive amounts of the hormone gastrin, thus causing hypersecretion of gastric acid, is characteristic of
A. Cronkhite-Canada syndrome
B. Zollinger-Ellison syndrome
C. Courvoisier-Terrier syndrome
D. Budd-Chiari syndrome
- ____ 51. Which of the following is a pseudo-obstruction of the bowel?
A. Ogilvie syndrome
B. volvulus
C. intussusception
D. mechanical ileus
- ____ 52. The treatment of choice for peptic ulcer disease caused by *Helicobacter pylori* is
A. rest
B. antibiotics
C. ulcer diet
D. antacids
- ____ 53. Congenital megacolon (dilatation and hypertrophy of the colon) is also known as
A. Treacher-Collins syndrome
B. Zenker diverticulum
C. Crohn disease
D. Hirschsprung disease

Gastrointestinal System Laboratory

Match the disease with the description of the diagnostic findings by filling in the blank with the correct letter.

- A. hepatitis C
- B. irritable bowel syndrome
- C. appendicitis
- D. gastroesophageal reflux disease
- E. chronic pancreatitis
- F. Crohn disease
- G. acute peritonitis
- H. adynamic ileus

- ___ 1. Patient has recurrent bouts of left upper quadrant pain. Sugar is elevated in both urine and blood as a result of diabetes mellitus due to slow destruction of pancreatic tissue. Pancreatic lipase and amylase are elevated. Abdominal x-ray shows widening of the curve of the duodenum due to pancreatic edema.
- ___ 2. Abdominal x-ray shows distended loops of small bowel and fluid levels. Bowel sounds are absent.
- ___ 3. Patient gives a long history of pyrosis. Imaging studies confirm reflux of swallowed barium from the stomach, with ulceration and stricture. Endoscopy gives visual proof of inflammation.
- ___ 4. Patient gives history of being hit violently in the abdomen with resultant acute abdominal pain. WBC is elevated; blood studies show electrolyte imbalance and anemia. Fluid obtained via paracentesis shows amylase or lipase. Imaging identifies intra-abdominal catastrophe.
- ___ 5. Carriers of this chronic disease are identified by serologic testing.
- ___ 6. Patient gives history of bowel urgency and diarrhea after meals, worse with caffeine ingestion. Stool exams, barium enema, colonoscopy, and blood studies are all negative.
- ___ 7. Patient gives history of recurrent crampy abdominal pain and fatty stools. WBC and ESR are elevated. Barium enema shows “string sign.” Endoscopy shows inflammation and “skip” areas.
- ___ 8. Patient has exquisite right lower quadrant pain. WBC is elevated with shift to the left. Abdominal imaging shows opacity in the appendiceal lumen. Barium per rectum fails to fill the appendix.

Choose the correct answer in each of the following multiple-choice questions. Write the letter of your answer in the space provided.

- ___ 9. In hepatitis A infection, which antibody appears early in the course of the disease and then disappears; which develops later and persists indefinitely?
 - A. IgE appears early; IgM appears later
 - B. IgM appears early; IgE appears later
 - C. IgM appears early; IgG develops later
 - D. IgE appears early; IgG develops later
- ___ 10. The presence of HB_SAg after the acute phase of which illness suggests chronic infection?
 - A. hepatitis A
 - B. hepatitis B
 - C. hepatitis C
 - D. hepatic cirrhosis
- ___ 11. Which of the following is NOT a pathogen?
 - A. protozoa
 - B. fungi
 - C. toxins
 - D. viruses
- ___ 12. Infestation with the pathogen *Campylobacter* is known to cause severe diarrhea, fever, nausea, and vomiting. By which route is this pathogen transmitted?
 - A. fecal-oral
 - B. airborne
 - C. sexual
 - D. droplet
- ___ 13. The pathogen *Giardia lamblia*, which causes vomiting and diarrhea and can disseminate in persons with AIDS, is a
 - A. bacterium
 - B. parasite
 - C. fungus
 - D. yeast
- ___ 14. Stool for ova and parasites would be ordered for suspicion of
 - A. hepatitis C
 - B. peptic esophagitis
 - C. GERD
 - D. amebiasis
- ___ 15. What food should be avoided to prepare for occult blood test of the stool?
 - A. fibrous vegetables
 - B. milk products
 - C. meat
 - D. nuts and seeds

- ___ 16. In which gastrointestinal disorder is the AST likely to be elevated?
- hemorrhoids
 - pancreatitis
 - hernia
 - gastroesophageal reflux
- ___ 17. Lactic dehydrogenase, which is elevated in some gastrointestinal disorders, is normally below
- 110 U/L
 - 150 U/L
 - 180 U/L
 - 200 U/L
- ___ 18. The low normal for the ALT enzyme is
- 8
 - 80
 - 180
 - 280
- ___ 19. The alkaline phosphatase level is normally
- undetectable in children
 - undetectable in adults
 - lower in children than adults
 - higher in children than adults
- ___ 20. Significant change in the serum amylase level is diagnostic of a disorder of which organ?
- liver
 - gallbladder
 - bile duct
 - pancreas
- ___ 21. Which of the following is an abnormal finding on microscopic examination of stool?
- helminths
 - bacteria
 - muscle fibers
 - fat
- ___ 22. A finding of excessive fat in the feces on stool specimens suggest
- starvation
 - intestinal bleeding
 - malabsorption
 - peptic ulcer disease

Gastrointestinal System Drugs

The following gastrointestinal drugs are listed by brand name. In the space provided, list the corresponding generic name and short description of the drug.

- Tagamet cimetidine—H₂ antagonist
- Zelnorm _____
- Donnatal _____
- Levsin _____
- Anusol-HC suppository _____
- Mylanta _____
- Phenergan _____
- Tigan suppository _____
- Mylicon _____
- Lomotil _____
- Nexium _____
- Reglan _____
- Dulcolax tablets _____
- Azulfidine _____
- Surfak _____
- Carafate _____
- Metamucil _____
- Axid _____
- Prevacid _____
- Prilosec _____
- Pepcid AC _____
- Di-Gel _____
- Transderm Scop _____
- Maalox _____
- Zantac _____

Choose the correct answer in each of the following multiple-choice questions. Write the letter of your answer in the space provided.

- ___ 26. H₂ blockers work by
- neutralizing stomach acid
 - preventing the release of stomach acid
 - slowing peristalsis
 - inhibiting the formation of prostaglandins

- ___ 27. An example of a laxative is
A. Gaviscon
B. Prilosec
C. Tagamet
D. Senokot
- ___ 28. A common therapeutic gastrointestinal side effect of opiate drugs is
A. gastroesophageal reflux
B. diarrhea
C. constipation
D. coffee grounds emesis
- ___ 29. Scopolamine is NOT used to treat
A. esophageal varices
B. motion sickness
C. stomach distress
D. irritable colon
- ___ 30. Aluminum, magnesium, and calcium salts are active ingredients in
A. antiemetics
B. antacids
C. anthelmintics
D. antidiarrheals
- ___ 31. The active ingredient in a Fleet enema is
A. barium
B. sodium phosphates
C. potassium
D. aspidium
- ___ 32. Tucks pads are used for
A. cleansing the perianal area
B. colostomy covering
C. wound dressing
D. truss padding
- ___ 33. The active ingredient in Preparation H rectal suppositories is
A. witch hazel
B. lidocaine
C. benzocaine
D. shark liver oil
- ___ 34. Which of the following is NOT an indication for Pepto-Bismol?
A. constipation
B. nausea and vomiting
C. indigestion
D. traveler's diarrhea
- ___ 35. Compazine is indicated for
A. constipation
B. diarrhea
C. nausea and vomiting
D. indigestion
- ___ 36. Gastrointestinal infestation with *Giardia lamblia* may be treated with
A. Vermox
B. Flagyl
C. Biaxin
D. Azulfidine
- ___ 37. Treatment of Crohn's disease includes low-fiber diet, specific anti-inflammatory drugs, and medication to
A. reduce intestinal motility
B. increase intestinal motility
C. stop gastroesophageal reflux
D. prevent vomiting
- ___ 38. Which of the following drugs would NOT be used to treat nausea and vomiting caused by cancer chemotherapy?
A. Aloxi
B. Cesamet
C. Emend
D. Mexitil
- ___ 39. An example of a bulk-producing laxative is
A. Phillips Milk of Magnesia
B. Dulcolax tablets
C. Citrucel
D. Ex-Lax
- ___ 40. The active ingredient in Tums antacid is
A. sodium
B. calcium carbonate
C. magnesium
D. aluminum
- ___ 41. Which of the following drugs would NOT be part of a chemotherapy regimen to eradicate *Helicobacter pylori*?
A. Biaxin
B. Helidac
C. Pilopine HS
D. Zegerid