

Tests and Quizzes

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Test Chapter 1 History and Trends of Health Care

Matching: Place the letter of the correct name of the person in Column B in the space next to the description of that person’s contribution to the history of health care in Column A.

| | Column A | | Column B |
|-------|---|--|--------------------------|
| _____ | 1. Artist who used dissection to draw the human body | | A. Clara Barton |
| _____ | 2. Developed a vaccine for smallpox in 1796 | | B. Elizabeth Blackwell |
| _____ | 3. Discovered X-rays in 1895 | | C. Dorthea Dix |
| _____ | 4. Founded the American Red Cross in 1881 | | D. Leonardo da Vinci |
| _____ | 5. The father of medicine | | E. Sir Alexander Fleming |
| _____ | 6. Established the principles of heredity and dominant/recessive patterns | | F. Hippocrates |
| _____ | 7. Founder of modern nursing | | G. Edward Jenner |
| _____ | 8. Began pasteurizing milk to kill bacteria | | H. Robert Koch |
| _____ | 9. Invented the microscope in 1666 | | I. Joseph Lister |
| _____ | 10. Discovered penicillin in 1928 | | J. Gregor Mendel |
| | | | K. Florence Nightingale |
| | | | L. Louis Pasteur |
| | | | M. William Roentgen |
| | | | N. Anton van Leeuwenhoek |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. The ancient Egyptians began the development of sanitary systems by building sewers and aqueducts. |
| T | F | 12. The Romans were the first people to record health records. |
| T | F | 13. The ancient Greeks used therapies such as massage, art therapy, and herbal treatment. |
| T | F | 14. During the Dark Ages, prayer and divine intervention were the main forms of treatment used for illnesses and diseases. |
| T | F | 15. The most rapid advances in health care occurred during the nineteenth century. |
| T | F | 16. A pandemic of the bubonic plague killed three-fourths of the population of Europe and Asia in the Middle Ages. |
| T | F | 17. The Middle Ages are often called the “rebirth of the science of medicine.” |
| T | F | 18. During the Renaissance, the major source of new information about the human body was a result of accepting and allowing human dissection. |
| T | F | 19. René Laënnec’s invention of the microscope is the basis of microbiology today. |
| T | F | 20. Jonas Salk developed the first vaccine against polio. |
| T | F | 21. Acquired immunodeficiency syndrome (AIDS) was identified as a disease in the 1960s. |
| T | F | 22. Francis Banting and Charles Best described the structure of DNA and the way it carries genetic information. |
| T | F | 23. Health care plans to help pay of the costs of health care were started in the nineteenth century. |
| T | F | 24. Today bioterrorism and pandemics are major threats to health care. |
| T | F | 25. Cost containment is directed toward achieving the maximum benefit for every dollar spent. |
| T | F | 26. The Agency for Health Care Policy and Research (AHCPR) researches the quality of health care delivery and identifies the standards of treatment that should be provided. |
| T | F | 27. The Omnibus Budget Reconciliation Act (OBRA) of 1987 established the amounts that would be paid to health care agencies for specific diagnoses. |
| T | F | 28. Wellness is determined by the lifestyle choices that an individual makes. |
| T | F | 29. Holistic health care promotes physical, emotional, and social well-being. |
| T | F | 30. A patient has the right to choose his or her own type of health care, and health care workers must respect this right. |

Test Chapter 1 History and Trends of Health Care

- T F 31. Complementary therapies are methods of treatment that are used in place of biomedical therapies.
- T F 32. Chiropractors believe in the ability of the body to heal itself through the actions of the immune system.
- T F 33. The Office of Alternative Medicine (OAM) creates the laws that govern the use of CAM therapies.
- T F 34. Acupressure involves the insertion of very thin needles into specific points along the meridians in the body to stimulate and balance the flow of energy.
- T F 35. Therapeutic touch is based on the belief that illness is an imbalance in an individual's energy field.

Short Answer: In the space provided, print the word or words that best answer the questions.

36. _____ 36. What is the name of the act that has led to the development of many regulations for long-term care?
37. _____ 37. What is the name of the government plan that classifies patients admitted to a hospital with certain diagnoses in one payment class?
38. _____ 38. What is the name of the international agency sponsored by the United Nations that is constantly monitoring health problems throughout the world and taking steps to prevent pandemics?
39. A. _____ 39. Describe what is meant by each of the following trends in health care.
 B. _____ A. Cost containment:
 C. _____ B. Wellness:
 D. _____ C. Geriatric care:
 E. _____ D. Home health care:
 E. Alternative methods of health care:
40. _____ 40. Identify two problems associated with creating a national health care plan.
41. _____ 41. Identify three (3) viruses that could cause a pandemic.
42. _____ 42. List three (3) components of most pandemic influenza plans.
43. _____ 43. _____ wellness is promoted by a well-balanced diet, regular exercise, and routine physical examinations. _____ wellness is promoted by showing concern, fairness, affection, tolerance, and respect for others. _____ wellness is promoted by using values, ethics, and morals to find meaning, direction, and purpose to life.
44. _____ 44. When bacteria are resistant to commonly used antibiotics, they are called _____.

Test Chapter 2 Health Care Systems

Matching: Place the letter of the correct facility in Column B in the space next to the description of the facility in Column A

| | Column A | Column B |
|-------|--|-------------------------------------|
| _____ | 1. Perform special diagnostic tests | A. Clinics |
| _____ | 2. Provide assistance and care for elderly | B. Dental offices |
| _____ | 3. Provide care for accidents or sudden illness | C. Emergency care services |
| _____ | 4. Located in large companies or industries | D. Health maintenance organizations |
| _____ | 5. Provide dental services | E. Home health care |
| _____ | 6. Include guidance, counseling, and chemical abuse treatment centers | F. Hospitals |
| _____ | 7. Provide care in patient's home | G. Industrial health centers |
| _____ | 8. Group of doctors who shares a facility or who provides special care | H. Laboratories |
| _____ | 9. Care directed toward preventive health care | I. Long-term care facilities |
| _____ | 10. Provide physical, occupational, and other therapies | J. Medical offices |
| | | K. Mental health facilities |
| | | L. Rehabilitation facilities |
| | | M. School health services |

True-False: Circle T if the statement is true. Circle F if the statement is false.

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|---|---|--|
| T | F | 11. Hospitals are classified as general, speciality, or government depending on the sources of income received. |
| T | F | 12. Hospitals operate outpatient clinics for patients who are not admitted to the hospital. |
| T | F | 13. Medical centers at colleges or universities offer care and treatment to provide learning experiences for medical students. |
| T | F | 14. All health care facilities require different health care workers at all levels of training. |
| T | F | 15. The Centers for Disease Control and Prevention is involved in research on disease. |
| T | F | 16. Nonprofit agencies are frequently called voluntary agencies because they use only volunteers to provide services. |
| T | F | 17. Insurance plans vary in the amount of payment and the type of services covered. |
| T | F | 18. Deductibles are amounts of money deducted or subtracted from a bill by health care agencies when an individual has insurance. |
| T | F | 19. Health maintenance organizations (HMOs) and preferred provider organizations (PPOs) are the main providers of managed care. |
| T | F | 20. In preferred provider organizations (PPOs), insured people are restricted to using specific hospitals and/or doctors. |
| T | F | 21. Medicare provides health care for individuals with low incomes and individuals who are physically disabled or blind. |
| T | F | 22. TRICARE provides health care for all active duty members of the military and their families. |
| T | F | 23. Health insurance plans solve health care problems by paying for the total cost of health care. |
| T | F | 24. An organizational chart allows a health care worker to determine the immediate supervisor in charge of his or her work. |
| T | F | 25. It is important for health care workers to understand the functions and goals of an organization. |
| T | F | 26. Most assisted or independent living facilities are associated with nursing homes, extended care facilities, and/or skilled care facilities. |
| T | F | 27. Palliative care is care that is provided by physical therapists and/or occupational therapists to provide rehabilitation for an illness or a disease. |
| T | F | 28. Medigap policies are health insurance plans that help pay expenses not covered by Medicare. |
| T | F | 29. The Health Insurance Portability and Accountability Act (HIPAA) has provided consumers with more access to insurance and greater confidentiality with regard to medical records. |
| T | F | 30. HIPAA requires the standardization of electronic health care records in all health care agencies. |

Test Chapter 2 Health Care Systems

Completion: Use the following word bank to print the word or words that best complete the statement or answer the questions. Words may be used once, more than once, or not at all.

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|--|---|
| <ul style="list-style-type: none"> basic laboratory tests Centers for Disease Control and Prevention (CDC) clinics for health care collect statistics diagnosis Elderly Rights Law examinations Food and Drug Administration (FDA) health maintenance organizations homemaking hospice individuals over 65 years old individuals with low incomes inspections for environmental health | <ul style="list-style-type: none"> managed care minor surgery National Institutes of Health nursing care Occupational Safety & Health Administration (OSHA) personal care physical therapy treatment for disease TRICARE United Nations Health Care workers' compensation World Health Organization |
|--|---|

- | | |
|--------------------------------------|---|
| <p>31. _____ _____ _____</p> | <p>31. List three (3) services offered by medical offices.</p> |
| <p>32. _____</p> | <p>32. What health agency offers palliative care for terminally ill patients?</p> |
| <p>33. _____ _____ _____</p> | <p>33. Name three (3) examples of services that can be provided by home health care agencies.</p> |
| <p>34. _____</p> | <p>34. What is the name of the national organization that is concerned with the causes, spread, and control of diseases in populations?</p> |
| <p>35. _____ _____ _____</p> | <p>35. Name three (3) services provided by health departments.</p> |
| <p>36. _____</p> | <p>36. What group(s) of people are covered under Medicare?</p> |
| <p>37. _____</p> | <p>37. What is the name of the international agency that deals with health problems throughout the world?</p> |
| <p>38. _____</p> | <p>38. What is the name of the health insurance plan that provides treatment for workers who are injured on the job?</p> |
| <p>39. _____</p> | <p>39. What government health insurance plan provides care for all military personnel?</p> |
| <p>40. _____</p> | <p>40. What is the name of the federal agency that establishes and enforces standards to protect workers from job-related injuries?</p> |

Short Answer: In the space provided, print the word or words that best answer the questions.

- | | |
|------------------|---|
| <p>41. _____</p> | <p>41. A hospital bill is \$2,000, and an insured individual has a 60/40 percent coinsurance. What amount of money will the insured individual pay?</p> |
| <p>42. _____</p> | <p>42. What is the purpose of the health insurance exchanges that have been created under the Patient Protection and Affordable Care Act?</p> |

Test Chapter 3 Careers in Health Care

Matching: Place the letter of the correct abbreviation in Column B in the space next to the career it represents in Column A.

| Column A | Column B |
|---|---------------|
| _____ 1. Doctor of Medicine | A. ART |
| _____ 2. Doctor of Dental Surgery | B. CLS |
| _____ 3. Occupational Therapist | C. CLT |
| _____ 4. Certified Medical Assistant | D. CMA |
| _____ 5. Veterinarian | E. CNM |
| _____ 6. Optometrist | F. CRNP |
| _____ 7. Emergency Medical Technician | G. DDM |
| _____ 8. Nurse Midwife | H. DDS |
| _____ 9. Clinical Laboratory Technician | I. DO |
| _____ 10. Clinical laboratory scientist | J. DVM or VMD |
| _____ 11. Veterinary Technician | K. ECG |
| _____ 12. Physical Therapist | L. ECT |
| _____ 13. Doctor of Osteopathy | M. EMT |
| _____ 14. Nurse Practitioner | N. MD |
| _____ 15. Electrocardiograph Technician | O. NP |
| | P. OD |
| | Q. OP |
| | R. OT |
| | S. PT |
| | T. RAT |
| | U. RT |
| | V. VTR |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 16. Secondary health science education (HSE) programs can prepare a student for immediate employment or for additional education after graduation. |
| T | F | 17. A master's degree usually requires four or more years of work beyond a bachelor's degree. |
| T | F | 18. Licensure is a process by which a government agency authorizes individuals to work in a given occupation. |
| T | F | 19. Training for a technologist usually requires a two-year associate degree or three to four years on-the-job training. |
| T | F | 20. It is important for students to obtain information pertinent to an individual state when checking requirements for health care careers. |
| T | F | 21. Continuing education units (CEUs) are required for all health care careers. |
| T | F | 22. National Healthcare Standards specify the professional regulations that must be followed in health care careers. |
| T | F | 23. Dental assistants remove stains and deposits from teeth and perform other preventive services. |
| T | F | 24. Medical laboratory technologists work under the supervision of a doctor called a pathologist. |
| T | F | 25. Biomedical equipment technicians work with the machines used to diagnose, treat, and monitor patients. |
| T | F | 26. The highest level of training for Emergency Medical Technicians is EMT-Intermediate. |
| T | F | 27. Doctors of Osteopathy examine, diagnose, and treat diseases and disorders of the feet or leg below the knee. |
| T | F | 28. A physician assistant can take medical histories, perform routine physical examinations and basic diagnostic tests, and make preliminary diagnoses. |
| T | F | 29. Psychiatric/mental health technicians are also called sociologists because they help people who are having difficulty coping with various problems. |
| T | F | 30. Mortuary assistants prepare the body for interment by washing the body and replacing the blood with embalming fluid. |

Test Chapter 3 Careers in Health Care

- T F 31. Support services cluster standards of the National Healthcare Standards specify the knowledge and skills required of health care workers who document client care.
- T F 32. For most health care careers, graduation from an accredited program is required before certification, registration, and/or licensure will be granted.
- T F 33. Pharmacists, dietitians, and nurses are examples of workers in health care careers in the diagnostic services cluster.
- T F 34. Process technicians study cells, fibers, and other evidence to obtain information about a crime.
- T F 35. Biotechnology career workers are involved with using living cells and their molecules to make useful products.

Completion: Use the following word bank to print the word or words that best complete the statement or answer the question. Words may be used once, more than once, or not at all.

| | |
|---|-------------------------|
| athletic trainer | obstetrician |
| biomedical equipment technician | ophthalmologist |
| central/sterile supply worker | optician |
| dental hygienist | optometrist |
| dental laboratory technician | oral surgeon |
| dietitian | orthodontist |
| electrocardiograph technician | pediatrician |
| electroencephalographic technologist | pedodontist |
| emergency medical technician | perfusionist |
| endodontist | periodontist |
| entrepreneur | pharmacist |
| epidemiologist | phlebotomist |
| extracorporeal circulation technologist | psychiatrist |
| genetic counselor | psychologist |
| gynecologist | radiologic technologist |
| health care administrator | radiologist |
| health information technician | recreational therapist |
| massage therapist | registered nurse |
| medical laboratory technologist | sociologist |
| music therapist | veterinarian |
| nurse anesthetist | veterinary assistant |
| nurse midwife | |

36. In the space provided, print the name of the health career described in the statement.

- | | |
|----------|--|
| A. _____ | A. Individual who organizes, manages, and assumes the risk of a business |
| B. _____ | B. Medical doctor specializing in pregnancy and childbirth |
| C. _____ | C. Medical doctor specializing in diseases of children |
| D. _____ | D. Medical doctor specializing in disorders of the mind |
| E. _____ | E. Medical doctor specializing in X-rays and radiation |
| F. _____ | F. Dental specialist for diseases of the gums, bone, and structures supporting the teeth |
| G. _____ | G. Dental specialist for alignment of the teeth |
| H. _____ | H. Identify and track diseases as they occur in a group of people |
| I. _____ | I. Make and repair a variety of dental appliances |
| J. _____ | J. Operate machine to record electrical impulses of the heart |
| K. _____ | K. Operate machine to record electrical activities in the brain |
| L. _____ | L. Study tissues, fluids, and cells under supervision of pathologist |
| M. _____ | M. Use many variations of bodywork, massage, and therapeutic touch to muscles |

Test Chapter 3 Careers in Health Care

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| N. _____ | N. Organize and code patient records, gather statistical data |
| O. _____ | O. Manage the operation of a health care facility |
| P. _____ | P. Order, maintain, and supply equipment and supplies |
| Q. _____ | Q. Study human behavior, help individuals deal with problems of living |
| R. _____ | R. RN educated to provide total care for normal pregnancies |
| S. _____ | S. Manage food service systems and plan menus |
| T. _____ | T. Dispense medications and provide information on drugs |
| U. _____ | U. Use recreational and leisure activities as a form of treatment |
| V. _____ | V. Prevent and treat athletic injuries |
| W. _____ | W. Operate heart-lung machines |
| X. _____ | X. Prevent, diagnose, and treat diseases and injuries in animals |
| Y. _____ | Y. Examine eyes for vision problems, not an MD |
| Z. _____ | Z. Provide information to individuals and families about inherited conditions and/or diseases |

Test Chapter 4 Personal and Professional Qualities of a Health Care Worker

Matching: Place the letter of the correct personal characteristic in Column B in the space next to the description of the characteristic in Column A.

| | Column A | | | Column B |
|-------|---|--|--|----------------------------|
| _____ | 1. Ability to say or do kindest or most fitting thing | | | A. Acceptance of criticism |
| _____ | 2. Truthfulness and integrity | | | B. Competence |
| _____ | 3. Profit from others' comments | | | C. Dependability |
| _____ | 4. Willing to be held accountable | | | D. Discretion |
| _____ | 5. Identify with and understand another person's feelings | | | E. Empathy |
| _____ | 6. Ability to begin or follow-through with a task | | | F. Enthusiasm |
| _____ | 7. Qualified and capable | | | G. Honesty |
| _____ | 8. Tolerant and understanding | | | H. Patience |
| _____ | 9. Perform on time and with accuracy | | | I. Responsibility |
| _____ | 10. Enjoy work and display positive attitude | | | J. Self-motivation |
| _____ | 11. Ability to work well with others | | | K. Tact |
| _____ | 12. Use good judgment | | | L. Team player |
| | | | | M. Willingness to learn |

True-False: Circle T if the statement is true. Circle F if the statement is false.

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|---|---|---|
| T | F | 13. Understanding the needs of people and learning effective communications is one way to develop empathy. |
| T | F | 14. Enthusiasm is contagious, but so is negativism. |
| T | F | 15. To adapt to change, a health care worker may have to learn new techniques or procedures. |
| T | F | 16. Research has shown that within 20 seconds to 4 minutes people form an impression about another person based mainly on appearance. |
| T | F | 17. Personal characteristics are a part of one's personality and are almost impossible to change. |
| T | F | 18. Health care workers must get at least eight hours of sleep every night. |
| T | F | 19. Poor posture can cause fatigue and put stress on muscles. |
| T | F | 20. Exercise maintains circulation and improves muscle tone. |
| T | F | 21. Tobacco and smoking affects the function of the heart, circulatory system, lungs, and digestive system. |
| T | F | 22. A federal law requires health care workers to wear photo identification tags at all times. |
| T | F | 23. Jeans are appropriate uniforms for some health occupations. |
| T | F | 24. Perfumes and aftershave lotions provide a pleasant aroma and should be used daily. |
| T | F | 25. Small pierced earrings and a wedding ring can be worn with a uniform. |
| T | F | 26. The purpose of makeup is to create a natural appearance. |
| T | F | 27. Long hair should be pinned back and kept off the shoulder when a job requires patient contact. |
| T | F | 28. White uniform shoes should be cleaned at least once a week. |
| T | F | 29. All shoes worn with a uniform should fit well and provide good support. |
| T | F | 30. Nails should be kept short and clean, and only light pink polish should be used. |
| T | F | 31. Tattoos and/or artificial nails are prohibited in many health care facilities. |
| T | F | 32. Using medical terminology can interfere with communication. |
| T | F | 33. Nonverbal communication can convey a different message than verbal communication. |
| T | F | 34. Good communication skills can lead to the development of good interpersonal relationships. |

Test Chapter 4 Personal and Professional Qualities of a Health Care Worker

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| T | F | 35. A hug conveys more interest than words can ever do. |
| T | F | 36. "I think Mrs. B has a fever" is an example of an objective observation. |
| T | F | 37. A patient has the right to determine his or her treatment plan and even to refuse treatment. |
| T | F | 38. Health care workers must use all of their senses when making observations about a patient. |
| T | F | 39. In some cultures, it is inappropriate to touch someone on the head. |
| T | F | 40. HIPAA gives patients total control on how information in their medical records is used. |
| T | F | 41. Teamwork improves communication and continuity of care. |
| T | F | 42. For a team to function properly, every person on the team must understand the role of each team member. |
| T | F | 43. Each member of a team must be aware of the legal limitations on duties that can be performed. |
| T | F | 44. Any member of a group who contributes to an idea can be considered a leader. |
| T | F | 45. A laissez-faire leader encourages the participation of all individuals in a group and listens to their opinions before making a decision. |
| T | F | 46. Change always initiates stress. |
| T | F | 47. When a warning is received from a stressor, the parasympathetic nervous system prepares the body for action. |
| T | F | 48. Stress is always harmful to an individual because it causes negative feelings. |
| T | F | 49. An effective time management plan eliminates all stress and allows an individual to function efficiently. |
| T | F | 50. Everyone should have both short- and long-term goals. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

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| 51. _____ _____ _____ | 51. Name four (4) of the five main factors that contribute to good health. |
| 52. _____ | 52. How does a health care worker determine which type or color of uniform is required? |
| 53. _____ _____ _____ | 53. List three (3) ways to control body odor. |
| 54. _____ | 54. If regular clothes are worn in place of a uniform, why is it best to wear clothes made from washable fabrics? |
| 55. _____ _____ _____ | 55. List three (3) basic rules that apply to hair for the maintenance of a professional appearance. |
| 56. _____ | 56. Why should excessive jewelry be avoided in health care careers? |
| 57. _____ _____ _____ | 57. List two (2) reasons why nails should be kept short and clean. |
| 58. _____ _____ _____ | 58. List the three (3) essential elements of the communication process. |
| 59. _____ | 59. Why is feedback an important part of the communication process? |
| 60. _____ _____ _____ | 60. Identify three (3) barriers to the communication process that may be caused by cultural diversity. |

Test Chapter 4 Personal and Professional Qualities of a Health Care Worker

61. _____

61. Name the three (3) main types of leaders.
62. _____

62. List the four-step method that can be used to gain control when a stress reaction occurs.
63. _____
63. Differentiate between subjective and objective observations.
64. _____
64. What is time management?

Test Chapter 5 Legal and Ethical Responsibilities

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|--|------------------------|
| _____ | 1. Wrongful act that does not involve a contract | A. Assault and battery |
| _____ | 2. Care given to a person without consent | B. Confidentiality |
| _____ | 3. Failure to give normally expected care | C. Contract |
| _____ | 4. Agreement between two or more parties | D. Criminal law |
| _____ | 5. Set of principles dealing with what is morally right or wrong | E. Ethics |
| _____ | 6. Written false statement that causes damage to a person's reputation | F. False imprisonment |
| _____ | 7. Factors of care patients can expect to receive | G. Invasion of privacy |
| _____ | 8. Application of physical restraints without authorization | H. Libel |
| _____ | 9. Unnecessary exposure of an individual | I. Malpractice |
| _____ | 10. Failure by a professional to use the degree of skill and learning expected | J. Negligence |
| | | K. Patients' rights |
| | | L. Slander |
| | | M. Tort |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Health care is affected mainly by criminal laws. |
| T | F | 12. Verbal consent is permitted for some procedures, but it must be informed consent. |
| T | F | 13. Health care professionals must know and follow the state laws that set standards for their profession. |
| T | F | 14. Expressed contracts cause obligations that are understood without terms being stated verbally. |
| T | F | 15. A person with a legal disability does not have the legal capacity to form a contract. |
| T | F | 16. A principal is always responsible for the actions of an agent. |
| T | F | 17. All information that a patient gives to health personnel is called privileged communications. |
| T | F | 18. All risks associated with treatment must be explained before a patient is asked to sign a permit or a contract. |
| T | F | 19. To comply with legal mandates, an interpreter must be used when a contract is explained to a non-English-speaking individual. |
| T | F | 20. Health care records belong to the patient since the patient is paying for care. |
| T | F | 21. Depriving people of food or water and/or not providing physical care is an example of psychological abuse. |
| T | F | 22. Health care workers are required to report any signs or symptoms of abuse. |
| T | F | 23. Confidentiality means that information about a patient can be shared only with other members of the health care team and/or the patient's family. |
| T | F | 24. A living will appoints another person to make health care decisions when an individual is unable to make his or her own decisions. |
| T | F | 25. A Designation of Health Care Surrogate must be signed by the individual and the two closest relatives of the individual to meet legal requirements. |
| T | F | 26. Never perform any procedure unless you are qualified. |
| T | F | 27. In some cases, a health care worker is allowed to accept tips and gifts for care that he or she has given. |
| T | F | 28. Information in a patient record can be released to other health care facilities without the patient's written consent. |
| T | F | 29. Liability insurance is recommended for all health care professionals because mistakes can occur. |
| T | F | 30. A breach of contract occurs when a patient does not pay for care. |

Test Chapter 5 Legal and Ethical Responsibilities

- | | | |
|---|---|---|
| T | F | 31. Patients always have the right to leave a hospital or health care facility without a physician's permission. |
| T | F | 32. The <i>Standards for Privacy of Individually Identifiable Health Information</i> provides federal protection for privacy of health information in all states. |
| T | F | 33. Physical restraints may be used whenever patients are likely to harm themselves or others. |
| T | F | 34. All patients have the right to see and obtain copies of their medical records. |
| T | F | 35. A health care worker is legally permitted to perform a procedure if told to do so by his or her supervisor. |

Completion: Use the following word bank to print the word or words that best complete the statement or answer the questions. Words may be used once, more than once, or not at all.

- | | |
|---|---|
| abuse acceptance advance directives assault and battery authorization births cancer civil law communicable disease competent confidentiality consent consideration criminal law deaths defamation designation of health care surrogate Do not resuscitate orders equally error Ethics examine false imprisonment Geriatric Rights Bill identify | immoral individual over age 65 information injuries caused by violence invasion of privacy liability living will malpractice mentally incompetent person minor negligence offer Omnibus Budget Reconciliation Act (OBRA) of 1987 Patient Self Determination Act (PSDA) privacy professional reasonable response refuse safety signature tips or bribes title trained unconscious individual write |
|---|---|

- | | |
|--|---|
| 36. A. _____ B. _____ 37. A. _____ B. _____ C. _____ D. _____ E. _____ 38. _____ _____ _____ | 36. Legal responsibilities include A. _____, which focuses on legal relationships between people and the protection of a person's rights, and B. _____, which focuses on wrongs against a person, property, or society. 37. Identify the tort that could apply in each of the following examples: A. Teasing, ridiculing, or intimidating a person B. Side rail left down and patient fractures hip by falling out of bed C. Sending information to an insurance company without the patient's consent D. Taking blood pressure after a person has refused to give permission E. Telling the news media a patient has a drug problem when another condition exists 38. Name the three (3) parts of a contract. |
|--|---|

Test Chapter 5 Legal and Ethical Responsibilities

39. _____

39. Give three (3) examples of people who have a legal disability.
40. _____

40. Give three (3) examples of privileged communications that are exempted by law and must be reported.
41. A. _____
B. _____
C. _____
D. _____
E. _____
41. A. _____ provide a standard of conduct or code of behavior. Treat all patients B. _____. Maintain C. _____ and keep information about the patient private. Refrain from D. _____, unethical, and illegal practices. Maintain a/an E. _____ level of skill consistent with your particular occupation.
42. A. _____
B. _____
C. _____
D. _____
E. _____
42. Patients' rights include the right to obtain complete A. _____ about diagnosis and treatment, to B. _____ treatment to the extent permitted under law, to receive C. _____ to a request for services, to expect D. _____ concerning the medical care program, and to E. _____ bills and receive an explanation of all charges.
43. _____
43. Residents in long-term care facilities are guaranteed certain rights under the _____.
44. A. _____
B. _____
C. _____
D. _____
44. Legal documents that allow an individual to state what medical treatment they do or do not want are called A. _____. A document that states what measures should or should not be taken to prolong life when a condition is terminal is called a/an B. _____. A document that permits an individual to appoint another person to make any decisions regarding health care is a/an C. _____. A federal law that requires health care facilities to provide patients with information and assistance in the preparation of advance directives is the D. _____.
45. A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
45. Professional standards require that you perform only those procedures for which you have been A. _____, obtain correct B. _____ before performing procedures, C. _____ the patient and obtain the patients' D. _____ before performing any procedure, observe all E. _____ precautions, and report any F. _____ immediately to your supervisor.
46. _____
46. What does the acronym HIPAA mean?

Short Answer: In the space provided, print the answer to the questions.

47. What is an EMRX?

48. List two (2) benefits of an EMRX.

Test Chapter 6:1 Using Medical Abbreviations

- 40. CDC and NIH are divisions of the USDHHS _____
- 41. NPO post-op, TCDB q2h _____
- 42. To OT for ADL _____
- 43. Dx: TIA, do ABG _____
- 44. gr X ASA prn HA _____
- 45. 1500 cal DAT _____
- 46. Add 20 mEq KCl to IV _____
- 47. IRR NG \bar{c} 2 oz N/S pc _____
- 48. \uparrow HOB 45° sos SOB _____
- 49. Dx: CVA, Do EEG, check NVS _____
- 50. R/O STIs, Do PAP and VDRL _____

Test Chapter 6:2 Interpreting Word Parts

Completion: In the space provided, define the following words.

1. Ophthalmoscope _____
2. Oliguria _____
3. Atrophy _____
4. Pseudoneuroma _____
5. Macrocytemia _____
6. Hepatitis _____
7. Heterogeneous _____
8. Cephalgia _____
9. Proctologist _____
10. Hyperglycemia _____
11. Gastroenteritis _____
12. Cholelithiasis _____
13. Tachycardia _____
14. Histology _____
15. Tracheostomy _____
16. Hydrocoele _____
17. Osteopathy _____
18. Pneumograph _____
19. Dyspnea _____
20. Thrombocytopenia _____
21. Mastectomy _____
22. Periencephalitis _____
23. Phleboplasty _____
24. Septicide _____
25. Nephrogenetic _____
26. Rhinostenosis _____
27. Menorrhagia _____
28. Arteriosclerosis _____
29. Psychologist _____
30. Polydactylous _____
31. Pyorrhea _____
32. Intercostal _____
33. Ambilateral _____
34. Angiomegaly _____
35. Neokinetic _____
36. Transdermal _____
37. Aphasia _____
38. Myogram _____
39. Macrophage _____

Test Chapter 6:2 Interpreting Word Parts

- 40. Hydrophobia _____
- 41. Litholysis _____
- 42. Hematuria _____
- 43. Craniotomy _____
- 44. Thermotoxic _____
- 45. Cystocele _____
- 46. Oncology _____
- 47. Bronchiectasis _____
- 48. Visceralgia _____
- 49. Otoscopy _____
- 50. Tendoplasty _____
- 51. Bilateral _____
- 52. Hysterectomy _____
- 53. Osteochondroma _____
- 54. Microscope _____
- 55. Monobrachius _____
- 56. Cyanosis _____
- 57. Erythrocyte _____
- 58. Epidermis _____
- 59. Anesthesia _____
- 60. Hypopnea _____

Test Chapter 7:1 Basic Structure of the Human Body

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|--------------------|
| _____ 1. Basic substance of all life | A. Anatomy |
| _____ 2. Outer protective covering of cell | B. Cell |
| _____ 3. Study of form and structure of organism | C. Cell membrane |
| _____ 4. Controls many activities of the cell | D. Centrosome |
| _____ 5. Furnaces or powerhouses of the cell | E. Cytoplasm |
| _____ 6. Fluid inside the cell | F. Mitochondria |
| _____ 7. Located inside the nucleus and important in reproduction | G. Nucleolus |
| _____ 8. Tissues joined together for a particular function | H. Nucleus |
| _____ 9. Cells of same type join together | I. Organ |
| _____ 10. Study of how disease occurs | J. Pathophysiology |
| | K. Physiology |
| | L. Protoplasm |
| | M. System |
| | N. Tissue |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. Protoplasm is made of ordinary elements. |
| T | F | 12. Cells carry on all of the functions of life. |
| T | F | 13. The nucleus, nucleolus, centrosome, and mitochondria are all important in the cell's reproduction. |
| T | F | 14. An insufficient amount of tissue fluid is called edema. |
| T | F | 15. Epithelial tissue is the supporting fabric of organs. |
| T | F | 16. Examples of adipose tissue include ligaments and tendons. |
| T | F | 17. Hard connective tissue includes cartilage and bone. |
| T | F | 18. Muscles are frequently called osseous tissues. |
| T | F | 19. Nerve cells in the brain and spinal cord do not reproduce when they are damaged or destroyed. |
| T | F | 20. Nerve tissue is made of special cells called neurilemma. |
| T | F | 21. Pinocytic vesicles contain digestive enzymes that digest and destroy old cells, bacteria, and foreign materials. |
| T | F | 22. Stem cells have the ability to transform themselves into any of the body's specialized cells. |
| T | F | 23. The integumentary system produces and secretes hormones to regulate body processes. |
| T | F | 24. The endocrine system contains the skin, sweat and oil glands, nails, and hair. |
| T | F | 25. A zygote contains 23 chromosomes from an ovum and 23 chromosomes from a sperm. |
| T | F | 26. The main organs of the digestive system are the tongue, stomach, nose, and ear. |
| T | F | 27. The urinary system carries tissue fluid and wastes to the blood and assists with fighting infection. |
| T | F | 28. The respiratory system carries oxygen and nutrients to body cells and waste products away from body cells. |
| T | F | 29. A genome is the total mass of genetic instruction that humans inherit from their parents. |
| T | F | 30. The blood in the umbilical cord and placenta contains stem cells that can be frozen in liquid nitrogen. |

Test Chapter 7:1 Basic Structure of the Human Body

Completion: In the space provided, print the word or words that answer the question.

- | | |
|---|--|
| 31. _____ _____ _____ | 31. List four (4) functions of cells. |
| 32. _____ | 32. What is the name of the process of asexual reproduction used by cells? |
| 33. _____ | 33. List two (2) functions of adipose tissue. |
| 34. _____ | 34. What is the function of muscle tissue? |
| 35. _____ _____ | 35. Name the three (3) main kinds of muscles. |
| 36. _____ _____ _____ _____ _____ _____ _____ | 36. Name eight (8) systems of the body. |
| 37. _____ _____ | 37. A disease acquired during development of the infant in the uterus and existing at or dating from birth is a/an _____ disease. A disease that is transmitted from parents to child genetically is a/an _____ disease. |
| 38. _____ _____ | 38. Name two (2) diseases that are degenerative or caused by a deterioration of the function or structure of body tissues and organs. |

Test Chapter 7:2 Body Planes, Directions, and Cavities

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|--------------------|
| _____ 1. Body cavities on back of body | A. Cranial cavity |
| _____ 2. Plane that divides body into right and left sides | B. Distal |
| _____ 3. Body parts on front of body | C. Dorsal |
| _____ 4. Body cavity located in chest | D. Dorsal cavity |
| _____ 5. Body parts close to point of reference | E. Frontal |
| _____ 6. Body parts away from midline | F. Inferior |
| _____ 7. Body parts below transverse plane | G. Lateral |
| _____ 8. Plane that divides body into top half and bottom half | H. Medial |
| _____ 9. Body parts close to midline | I. Midsagittal |
| _____ 10. Body parts away from the point of reference | J. Proximal |
| _____ 11. Contains the brain | K. Superior |
| _____ 12. Separated into two cavities by the diaphragm | L. Thoracic cavity |
| | M. Transverse |
| | N. Ventral |
| | O. Ventral cavity |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 13. Directional terms are created by body planes. |
| T | F | 14. <i>Caudal</i> is a term for body parts located near the head. |
| T | F | 15. Another word for the term <i>ventral</i> is <i>posterior</i> . |
| T | F | 16. Body cavities are spaces within the body that contain organs. |
| T | F | 17. The dorsal cavities are larger than the ventral cavities. |
| T | F | 18. The ankle is distal and the knee is proximal to the hip. |
| T | F | 19. The diaphragm is a dome-shaped muscle that separates the thoracic and abdominal cavities. |
| T | F | 20. The diaphragm is important for respiration, or breathing. |
| T | F | 21. The abdominal cavity is frequently divided into six sections. |
| T | F | 22. The terms created by body planes and directions are used in the study of the anatomy of the human body. |
| T | F | 23. The cranial cavity contains the orbital, nasal, and buccal cavities. |

Completion: In the space provided, print the word or words that best answer the question or complete the statement.

24. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
24. Identify the specific cavity that contains the following organs:
 A. Urinary bladder and reproductive organs
 B. Mouth
 C. Heart, lungs, and large blood vessels
 D. Stomach, small intestines, liver, pancreas, and spleen
 E. Spinal cord
 F. Eyes
25. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
25. Identify the abdominal region for each of the following descriptions:
 A. Region below the stomach
 B. Region on the right side below the ribs
 C. Region by the belly button
 D. Region on the left side by the groin
 E. Region above the stomach
 F. Region on the right side by the large bones of the spinal cord

Test Chapter 7:3 Integumentary System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|------------------------|
| _____ 1. Innermost layer of skin | A. Crust |
| _____ 2. Sweat glands in the skin | B. Cyanosis |
| _____ 3. Also called corium or true skin | C. Dermis |
| _____ 4. Firm raised area on the skin | D. Epidermis |
| _____ 5. Blister or sac full of fluid | E. Erythema |
| _____ 6. Flat spot on the skin | F. Jaundice |
| _____ 7. Bluish discoloration of the skin | G. Macule |
| _____ 8. Yellowish discoloration of the skin | H. Papule |
| _____ 9. Reddish color of the skin | I. Pustule |
| _____ 10. Scab or dried pus and blood | J. Sebaceous |
| _____ 11. Deep loss of skin surface that may extend into the dermis | K. Subcutaneous fascia |
| _____ 12. Layer of skin without blood vessels | L. Sudoriferous |
| | M. Ulcer |
| | N. Vesicle |
| | O. Wheals |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 13. The skin is a membrane, an organ, and a system. |
| T | F | 14. The dermis is made of five or six smaller layers. |
| T | F | 15. The subcutaneous tissue is made of connective and adipose tissue. |
| T | F | 16. Sebaceous glands open on the surface of the skin at a pore. |
| T | F | 17. Oil glands keep the hair from becoming brittle. |
| T | F | 18. Nails are made of dead, keratinized epidermal epithelial cells. |
| T | F | 19. The skin acts as a barrier to the sun's ultraviolet rays. |
| T | F | 20. When blood vessels dilate, heat is retained in the body. |
| T | F | 21. Melanin and cyanosis are pigments that determine skin color. |
| T | F | 22. Abnormal colors or skin eruptions can indicate disease. |
| T | F | 23. Albinism is baldness, or a permanent loss of hair on the scalp. |
| T | F | 24. Sebum is an antibacterial and antifungal secretion that helps prevent infections on the skin. |

Completion: In the space provided, print the word or words that best answer the question or complete the statement.

25. _____ 25. Name four (4) functions of the skin.

26. Use the following word bank to identify the diseases and/or conditions of the skin. Words may be used once, more than once, or not at all.

| | | | |
|----------------------|----------|-------------------------|----------|
| acne vulgaris | eczema | psoriasis | verrucae |
| athlete's foot | impetigo | ringworm | |
| basal cell carcinoma | melanoma | squamous cell carcinoma | |
| dermatitis | | | |

- | | |
|----------|--|
| A. _____ | A. Inflammation of the sebaceous glands |
| B. _____ | B. Wart or viral infection of the skin |
| C. _____ | C. Inflammation of the skin often caused by an allergic reaction |
| D. _____ | D. Contagious skin infection with red lesions that rupture and ooze, forming a yellowish-brown crust |
| E. _____ | E. Contagious fungus infection in which the skin blisters and cracks into open sores |
| F. _____ | F. Chronic, noncontagious, inherited skin disease characterized by red areas covered with white or silver scales |
| G. _____ | G. Most dangerous type of skin cancer |

Test Chapter 7:4 Skeletal System

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Bones surround vital organs to protect them. |
| T | F | 2. Bones form a framework to support the body's muscles, fat, and skin. |
| T | F | 3. Bones store most of the calcium supply of the body. |
| T | F | 4. The epiphysis is the long shaft of long bones. |
| T | F | 5. The periosteum is a membrane that lines the medullary canal. |
| T | F | 6. Yellow marrow produces red and white blood cells. |
| T | F | 7. The appendicular skeleton forms the main trunk of the body. |
| T | F | 8. Sinuses are areas where cranial bones have joined together. |
| T | F | 9. All twelve pairs of ribs attach to the thoracic vertebrae. |
| T | F | 10. Each os coxae is made of three bones called the ilium, ischium, and pubis. |
| T | F | 11. Joints are areas where two or more bones join together. |
| T | F | 12. Foramina are connective tissue bands that hold bones together. |
| T | F | 13. Examples of hinge joints are the shoulder and hip joints. |
| T | F | 14. Osteoporosis is an infection in bone. |
| T | F | 15. A fracture is a break or crack in a bone. |
| T | F | 16. Hemopoiesis is the production of blood cells |

17. Use the following word bank to name the bones by their correct names. Words may be used once, more than once, or not at all.

- | | | | | |
|------------|----------|-------------|---------|-----------|
| calcaneus | fibula | maxilla | pubis | temporal |
| carpals | frontal | metacarpals | radius | thoracic |
| cervical | humerus | metatarsals | sacrum | tibia |
| clavicle | ilium | occipital | scapula | true ribs |
| coccyx | ischium | parietal | sternum | ulna |
| false ribs | lumbar | patella | tarsals | zygomatic |
| femur | mandible | phalanges | | |

- | | | | |
|----------|------------------------------|----------|---|
| A. _____ | A. Forehead | N. _____ | N. Lower arm by thumb |
| B. _____ | B. Upper jaw | O. _____ | O. Lower arm by little finger |
| C. _____ | C. Cheek | P. _____ | P. Wrist |
| D. _____ | D. Neck vertebrae | Q. _____ | Q. Palm of hand |
| E. _____ | E. Vertebrae by chest | R. _____ | R. Fingers and toes |
| F. _____ | F. Waist vertebrae | S. _____ | S. Thigh bone |
| G. _____ | G. Back of pelvic girdle | T. _____ | T. Kneecap |
| H. _____ | H. Tailbone | U. _____ | U. Outer, or lateral, bone of lower leg |
| I. _____ | I. First seven pairs of ribs | V. _____ | V. Inner, or medial, bone of lower leg |
| J. _____ | J. Breastbone | W. _____ | W. Anklebones |
| K. _____ | K. Collar bone | X. _____ | X. Instep of foot |
| L. _____ | L. Shoulder blade | | |
| M. _____ | M. Upper arm | | |

Test Chapter 7:4 Skeletal System

Completion: In the space provided, print the word or words that best answer the question or complete the statement.

18. _____ 18. List four (4) functions of bones.

19. _____ 19. What is the name of the membrane on the outside of long bones?
20. _____ 20. What is the function of intervertebral disks? What are they made of?

21. The three types of joints are amphiarthrosis, diarthrosis, and synarthrosis. Use these names to identify each of the following joints.
- | | |
|----------|---|
| A. _____ | A. Freely movable joint |
| B. _____ | B. Slightly movable joint |
| C. _____ | C. Immovable joint |
| D. _____ | D. Type of joint found in the cranium |
| E. _____ | E. Ball and socket joints of the shoulder and hip |
22. Name the following types of fractures.
- | | |
|----------|---|
| A. _____ | A. Bone is bent and splits, causing a crack or in complete fracture |
| B. _____ | B. Broken piece of skull bone moves inward |
| C. _____ | C. Bone breaks and ruptures through the skin |
| D. _____ | D. Bone twists resulting in one or more breaks |
| E. _____ | E. Broken bone ends jam into each other |
23. Use the following word bank to identify the diseases of the skeletal system. Words may be used once, more than once, or not at all.
- | | | | |
|---------------------|---------------|-----------------|--------|
| arthritis | dislocation | osteoporosis | sprain |
| bursitis | kyphosis | ruptured disk | |
| comminuted fracture | lordosis | scoliosis | |
| compound fracture | osteomyelitis | simple fracture | |
- | | |
|----------|--|
| A. _____ | A. Side-to-side, or lateral, curvature of the spine |
| B. _____ | B. Inflammation of bone usually caused by a pathogenic organism |
| C. _____ | C. Twisting action tears the ligaments at a joint |
| D. _____ | D. Group of diseases involving an inflammation of the joints |
| E. _____ | E. Intervertebral disk protrudes out of place |
| F. _____ | F. Inflammation of small fluid-filled sacs surrounding joints |
| G. _____ | G. Metabolic disorder caused by a hormone deficiency and prolonged lack of calcium in the diet |
| H. _____ | H. Injury that occurs when a bone is forcibly displaced from a joint |
24. _____ 24. What is the name of the process by which a fractured bone is put back in its proper alignment?

Test Chapter 7:5 Muscular System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|--------------------|
| _____ 1. State of partial contraction | A. Abduction |
| _____ 2. Severe tightening of a flexor muscle | B. Adduction |
| _____ 3. Control over action of muscle | C. Circumduction |
| _____ 4. Muscle fibers become short and thick | D. Contractibility |
| _____ 5. Tough connective tissue cord | E. Contracture |
| _____ 6. Decreasing the angle between two bones | F. Elasticity |
| _____ 7. Swinging the arm around in a circle | G. Excitability |
| _____ 8. Straightening the lower arm away from the upper arm | H. Extensibility |
| _____ 9. Ability of muscles to be stretched | I. Extension |
| _____ 10. Moving the arm away from the side of the body | J. Fascia |
| _____ 11. Turning the head from side to side | K. Flexion |
| _____ 12. Ability of muscles to respond to a stimulus | L. Involuntary |
| | M. Muscle tone |
| | N. Rotation |
| | O. Tendon |
| | P. Voluntary |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 13. Muscles are made of bundles of muscle fibers. |
| T | F | 14. When muscles attach to bones, the end that moves when the muscle contracts is called the origin. |
| T | F | 15. Muscles atrophy when they are exercised frequently. |
| T | F | 16. A fascia is a sheetlike membrane that attaches muscles to bones. |
| T | F | 17. Muscles are partially contracted at all times. |
| T | F | 18. Skeletal muscles are also called smooth muscles. |
| T | F | 19. Foot drop is a common contracture. |
| T | F | 20. Muscular dystrophy results in a wasting away of the muscles. |
| T | F | 21. Myalgia is an overstretching or injury to a muscle. |
| T | F | 22. Myasthenia gravis is a chronic condition in which nerve impulses are not transmitted properly to the muscles. |
| T | F | 23. Fibromyalgia is an inflammation of tendons and fascia. |
| T | F | 24. A strain is a sudden, painful involuntary muscle contraction. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

25. _____ 25. List the three (3) main kinds of muscles and the main function of each kind.

26. Use the following word bank to identify the muscles by their proper names. Words may be used once, more than once, or not at all.
- | | | |
|-----------------|--------------------|---------------------|
| biceps brachii | latissimus dorsi | sternocleidomastoid |
| deltoid | pectoralis major | tibialis anterior |
| gastrocnemius | quadriceps femoris | trapezius |
| gluteus maximus | rectus abdominus | triceps brachii |
| intercostals | sartorius | |
- A. _____ A. Muscles between the ribs used for breathing
 B. _____ B. Shoulder muscle that abducts the arm
 C. _____ C. Muscle that compresses the abdomen
 D. _____ D. Muscle of the upper arm that extends lower arm
 E. _____ E. Muscle on front of thigh that extends leg
 F. _____ F. Muscle on buttocks that extends thigh
 G. _____ G. Muscle on upper chest that adducts and flexes upper arm
 H. _____ H. Two muscles that can be used as injection sites

Test Chapter 7:6 Nervous System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|----------------------|
| _____ 1. Basic structural unit of nervous system | A. Brain |
| _____ 2. Combination of many nerve fibers outside brain and spinal cord | B. Cerebellum |
| _____ 3. Regulates heartbeat and respiration | C. Cerebrum |
| _____ 4. Coordinates muscles, balance, and posture | D. Medulla oblongata |
| _____ 5. Center of reasoning, thought, and memory | E. Meninges |
| _____ 6. Conducts impulses between brain parts and controls some eye reflexes | F. Midbrain |
| _____ 7. Mass of nerve tissue protected by skull | G. Nerve |
| _____ 8. Membranes covering brain and spinal cord | H. Neuron |
| _____ 9. Hollow spaces located in brain | I. Parasympathetic |
| _____ 10. Division of autonomic nervous system that acts in times of emergency | J. Pons |
| | K. Spinal cord |
| | L. Sympathetic |
| | M. Synapse |
| | N. Ventricle |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 11. Neurons contain several axons to carry impulses to a cell body. |
| T | F | 12. The myelin sheath insulates an axon to decrease the rate of impulse transmission. |
| T | F | 13. Efferent nerves carry messages to the brain and spinal cord. |
| T | F | 14. Associative, or internuncial, nerves carry both sensory and motor messages. |
| T | F | 15. A synapse is a space between the axon of a neuron and the dendrites of other neurons. |
| T | F | 16. The central nervous system consists of the brain and spinal cord. |
| T | F | 17. The thalamus regulates and controls temperature, appetite, water balance, and sleep. |
| T | F | 18. The medulla oblongata connects the brain with the spinal cord. |
| T | F | 19. The spinal cord ends at the first or second lumbar vertebra. |
| T | F | 20. The thick, tough outer meninge is the pia mater. |
| T | F | 21. The dura mater contains blood vessels to nourish the nerve tissue of the brain. |
| T | F | 22. Cerebrospinal fluid is produced by the arachnoid villi. |
| T | F | 23. Cerebrospinal fluid acts as a shock absorber. |
| T | F | 24. After circulating, cerebrospinal fluid is absorbed into blood vessels by special structures called choroid plexuses. |
| T | F | 25. The peripheral nervous system consists of 31 pairs of cranial nerves and 12 pairs of spinal nerves. |
| T | F | 26. Some of the spinal nerves are responsible for special senses such as sight, hearing, taste, and smell. |
| T | F | 27. Usually, the parasympathetic and sympathetic nervous systems work together to maintain homeostasis in the body. |
| T | F | 28. Special chemicals, called neuroprotective agents, allow nerve impulses to pass from one neuron to another. |
| T | F | 29. Computerized tomography (CT) scans are used to determine the cause of a cerebrovascular accident. |
| T | F | 30. Parkinson's disease can be treated by the surgical implantation of a shunt. |
| T | F | 31. A transient ischemic attack (TIA) is often a warning sign of an impending CVA. |
| T | F | 32. A person with shingles can pass the virus to another individual who will then develop shingles. |

Test Chapter 7:6 Nervous System

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

33. _____ 33. Name the two (2) main divisions of the nervous system.

34. State the actions that the sympathetic and parasympathetic nervous systems have on the following body functions.

| | <u>Sympathetic</u> | <u>Parasympathetic</u> |
|--------------------|--------------------|------------------------|
| Digestive activity | _____ | _____ |
| Blood pressure | _____ | _____ |
| Heart rate | _____ | _____ |
| Respirations | _____ | _____ |

35. _____ 35. Define aphasia.

36. Use the following word bank to identify diseases that affect the nervous system. Words may be used once, more than once, or not at all.

| | | |
|-------------------------------|--------------------|---------------------|
| amyotrophic lateral sclerosis | epilepsy | neuralgia |
| carpal tunnel syndrome | hemiplegia | paraplegia |
| cerebral palsy | hydrocephalus | Parkinson's disease |
| cerebrovascular accident | meningitis | quadriplegia |
| encephalitis | multiple sclerosis | shingles |

- | | |
|----------|---|
| A. _____ | A. Paralysis of all four extremities |
| B. _____ | B. Excessive accumulation of cerebrospinal fluid in the ventricles |
| C. _____ | C. Abnormal electrical impulses in the neurons of the brain resulting in seizures |
| D. _____ | D. Inflammation of the brain usually caused by a virus, bacterium, or chemical agent |
| E. _____ | E. Damage to the brain caused by a blood clot or hemorrhage |
| F. _____ | F. Acute inflammation of nerve cells caused by the herpes virus, which also causes chicken pox |
| G. _____ | G. Paralysis on one side of the body |
| H. _____ | H. Chronic, progressive, disabling condition resulting from a degeneration of the myelin sheath in the central nervous system |
| I. _____ | I. Immediate treatment with a thrombolytic drug can restore blood flow |
| J. _____ | J. Disturbance in involuntary muscle action caused by brain damage |
| K. _____ | K. Chronic degenerative neuromuscular disease also known as Lou Gehrig's disease |
| L. _____ | L. Classic symptom is pain, numbness, and tingling in the thumb, ring finger, and middle finger |

Test Chapter 7:7 Special Senses

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|------------------------|
| _____ 1. Mucous membrane covering front of eye | A. Aqueous humor |
| _____ 2. Tough outermost layer of eye | B. Choroid coat |
| _____ 3. Eye layer made of layers of nerve cells | C. Cochlea |
| _____ 4. Circular structure located behind pupil | D. Conjunctiva |
| _____ 5. Colored portion of eye | E. Cornea |
| _____ 6. Watery fluid between cornea and iris | F. Iris |
| _____ 7. Opening in center of iris | G. Lens |
| _____ 8. Jellylike substance behind lens | H. Organ of Corti |
| _____ 9. Visible part of ear | I. Ossicles |
| _____ 10. Eardrum, vibrates with sound waves | J. Pinna (auricle) |
| _____ 11. Three small bones in middle ear | K. Pupil |
| _____ 12. Snail shell containing organ of Corti | L. Retina |
| _____ 13. Receptor for sound waves | M. Sclera |
| _____ 14. Structure in inner ear that sends impulses for balance and equilibrium | N. Semicircular canals |
| _____ 15. First section of inner ear that acts as an entrance to the other two parts | O. Tympanic membrane |
| | P. Vestibule |
| | Q. Vitreous humor |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 16. Special senses allow the body to react to the environment. |
| T | F | 17. Lacrimal glands produce mucous that protects the eye. |
| T | F | 18. The choroid coat is interlaced with blood vessels to nourish the eye. |
| T | F | 19. Cones are used for vision when it is dark or dim. |
| T | F | 20. Refraction is bending of light rays so they focus on the retina. |
| T | F | 21. Hyperopia is nearsightedness. |
| T | F | 22. A cataract is a loss of transparency in the lens. |
| T | F | 23. Special glands in the auditory canal produce a wax called cerumen to protect the ear. |
| T | F | 24. The eustachian tube equalizes air pressure on both sides of the tympanic membrane. |
| T | F | 25. The tympanic membrane separates the middle ear from the inner ear. |
| T | F | 26. Otosclerosis is an infection in the middle ear. |
| T | F | 27. Conduction deafness is a hearing loss caused by damage in the inner ear or auditory nerve. |
| T | F | 28. The sense of taste depends on taste receptors on the tongue. |
| T | F | 29. Olfactory receptors determine the sense of smell. |
| T | F | 30. General sense receptors for pressure, heat, cold, touch, and pain are located in all parts of the body. |

Test Chapter 7:7 Special Senses

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

31. _____

31. Light rays pass through a series of parts that refract the rays so they focus on the retina. List these parts using the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---------------|-----------------|----------------|
| aqueous humor | iris | pupil |
| auricle | lacrimal glands | retina |
| choroid coat | lens | sclera |
| cornea | ossicles | vitreous humor |

32. _____

32. Name the four (4) main tastes and the locations of the receptors for each.

33. Use the following word bank to identify diseases that affect the senses. Words may be used once, more than once, or not at all.

- | | | |
|----------------|----------------------|--------------|
| amblyopia | hyperopia | otitis media |
| astigmatism | macular degeneration | otosclerosis |
| cataract | Meniere's disease | presbyopia |
| conjunctivitis | myopia | strabismus |
| glaucoma | otitis externa | |

A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. _____
 H. _____
 I. _____

- A. Increased intraocular pressure caused by excess amounts of aqueous humor
- B. Contagious inflammation of conjunctiva, commonly called pink eye
- C. Condition in which eyes do not move or focus together
- D. A warping or curvature of the cornea that causes blurred vision
- E. Collection of fluid in the inner ear leading to severe vertigo or dizziness
- F. Stapes become immobile and cause a conductive hearing loss
- G. Surgical procedures such as LASIK or photorefractive keratotomy correct this condition and eliminate the need for corrective lenses
- H. Inflammation or infection of the middle ear
- I. Vision loss and blindness caused by damage to the blood vessels that nourish the retina

Short Answer: In the space provided, print the answer to the question.

34. Differentiate between conductive and sensory hearing loss. Briefly describe the treatment for each type of hearing loss.

Test Chapter 7:8 Circulatory System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|----------------|
| _____ 1. Muscular middle layer of the heart | A. Artery |
| _____ 2. Smooth layer of cells that lines the inside of the heart | B. Capillary |
| _____ 3. Muscular wall that separates the heart into a right and left side | C. Endocardium |
| _____ 4. Blood vessel that carries blood away from the heart | D. Erythrocyte |
| _____ 5. Blood vessel that connects arterioles with venules | E. Hemoglobin |
| _____ 6. Protein on red blood cells | F. Leukocyte |
| _____ 7. Cells required for clotting process | G. Myocardium |
| _____ 8. Cells that fight infection | H. Pericardium |
| _____ 9. 4.5 to 6.0 million per cubic millimeter of blood | I. Plasma |
| _____ 10. Fluid portion of blood | J. Septum |
| | K. Thrombocyte |
| | L. Vein |
| | M. Venules |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 11. The lower part of the septum is called the interatrial septum. |
| T | F | 12. The right atrium receives oxygenated blood from the lungs. |
| T | F | 13. The period of ventricular contraction in the heart is called diastole. |
| T | F | 14. The aorta is the largest artery in the body. |
| T | F | 15. Veins are more muscular and elastic than other vessels. |
| T | F | 16. Capillaries allow oxygen and nutrients to pass through to the cells because the walls of capillaries contain only one layer of cells. |
| T | F | 17. Some capillaries contain valves. |
| T | F | 18. The average adult has nine to ten quarts of blood. |
| T | F | 19. Fibrinogen and prothrombin are blood proteins necessary for the clotting of blood. |
| T | F | 20. The red color of blood is the result of hemoglobin carrying oxygen. |
| T | F | 21. The circulating form of erythrocytes does not have a nucleus. |
| T | F | 22. Leukocytes can pass through capillary walls. |
| T | F | 23. Lymphocytes produce histamine and heparin. |
| T | F | 24. A normal count for thrombocytes is 4,500 to 11,000. |
| T | F | 25. Thrombocytes are fragments, or pieces, of cells. |
| T | F | 26. Arrhythmias are abnormal heart rhythms caused by weak heart muscles. |
| T | F | 27. A fixed pacemaker delivers electrical impulses only when the heart's own conduction system is not responding correctly. |
| T | F | 28. People with pacemakers should avoid close contact with digital telephones. |
| T | F | 29. Hypotension is high blood pressure. |
| T | F | 30. An aneurysm is a ballooning out or a saclike formation on the wall of an artery. |
| T | F | 31. Anemias are low white blood cell counts. |
| T | F | 32. Atherosclerosis occurs when fatty plaques are deposited on the walls of the arteries. |
| T | F | 33. Angioplasty is used to remove or compress deposits in arteries or to insert a stent to allow blood flow. |
| T | F | 34. Phlebitis is inflammation of a vein. |
| T | F | 35. A thrombus is a blood clot. |
| T | F | 36. Pericardial fluid fills the space between the two layers of the pericardium to prevent friction. |
| T | F | 37. If hypertension is not treated, it can cause a heart attack, stroke, kidney failure, or an aneurysm. |
| T | F | 38. Varicose veins are gnarled, dilated veins that have lost elasticity and cause stasis, or decreased blood flow. |

Test Chapter 7:8 Circulatory System

39. Trace a drop of blood through the heart to the lungs and back to the heart. Name the two vessels that bring blood to the heart from the body, the vessels carrying blood to and from the lungs, and the vessel that takes blood to the body. Include all of the heart chambers and valves that the blood passes through. Use the word bank to name all of the parts in the correct order. Word may be used once, more than once, or not at all.

| | | |
|--------------------|--------------------|--------------------|
| aorta | left atrium | right ventricle |
| aortic valve | left ventricle | septum |
| arteries | lungs | superior vena cava |
| arterioles | mitral valve | systolic valve |
| atrial valve | pulmonary arteries | tricuspid valve |
| capillaries | pulmonary valve | veins |
| diastolic valve | pulmonary veins | ventricle valve |
| inferior vena cava | right atrium | venules |

40. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
40. Electrical impulses causing the cyclic contraction of heart muscles originate in a group of nerve cells in the right atrium called the pacemaker or A._____. After the impulse spreads out over the muscles in the atria and the atria contract, the impulse reaches a group of nerve cells between the atria and ventricles called the B._____. This sends the impulse through nerve fibers in the septum called the C._____, which divides into the D._____. The final network of nerve fibers to receive the impulse is the E._____, which pass the impulse to the muscles in the ventricles so the ventricles contract.

Test Chapter 7:9 Lymphatic System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|-------------------------|
| _____ 1. Small, open-ended lymph vessels | A. Cisterna chyli |
| _____ 2. Popularly called lymph glands | B. Lacteal |
| _____ 3. Masses of lymph tissue on back of tongue | C. Lingual tonsils |
| _____ 4. Commonly called adenoids | D. Lymph |
| _____ 5. Specialized lymphatic capillary that picks up digested fats or lipids | E. Lymph node |
| _____ 6. Vessels that contain valves | F. Lymphatic capillary |
| _____ 7. Larger tube that drains purified lymph from most of the body | G. Lymphatic vessel |
| _____ 8. Tissue fluid and waste products | H. Palatine tonsils |
| _____ 9. Atrophies after puberty | I. Pharyngeal tonsils |
| _____ 10. Organ on left side dorsal to stomach | J. Right lymphatic duct |
| | K. Spleen |
| | L. Thoracic duct |
| | M. Thymus |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 11. The lymphatic system works with the circulatory system to remove waste and excess fluid from the tissues. |
| T | F | 12. Lymphatic vessels join to form lymphatic capillaries. |
| T | F | 13. Lymph nodes range in size from that of a pinhead to that of a golf ball. |
| T | F | 14. Purified lymph leaves a lymph node by a single lymphatic vessel. |
| T | F | 15. All purified lymph eventually drains into the thoracic duct. |
| T | F | 16. The thoracic duct drains into the left subclavian vein. |
| T | F | 17. Lymph nodes and tonsils are masses of lymphatic tissue. |
| T | F | 18. Tonsils filter tissue fluid. |
| T | F | 19. The thymus is a mass of lymph tissue located in the center of the upper chest. |
| T | F | 20. The thymus produces antibodies and manufactures lymphocytes. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---|---|--|
| adenitis antibodies antigens cancer cells carbon dead blood cells destroys erythrocytes | destroys thrombocytes fats filters metabolites glucose or sugar Hodgkin's lymphoma lymphangitis lymphocytes | pathogens produces erythrocytes produces leukocytes proteins splenomegaly stores glucose tonsillitis |
|---|---|--|
-
- | | |
|--------------------------------------|---|
| 21. _____ _____ _____ _____ | 21. Name four (4) impurities that lymph nodes filter from lymph. |
| 22. _____ _____ _____ | 22. Name two (2) substances produced by the lymphatic tissue in lymph nodes. |
| 23. _____ _____ _____ _____ | 23. List four (4) functions of the spleen. |
| 24. A. _____ B. _____ C. _____ | 24. Name the following diseases that affect the lymphatic system: A. Chronic malignant disease of the lymph nodes B. Enlargement of the spleen C. Inflammation or infection of the lymph nodes |

Test Chapter 7:10 Respiratory System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|-----------------|
| _____ 1. Leaflike structure that closes the larynx during swallowing | A. Alveoli |
| _____ 2. Partition dividing the nose | B. Bronchi |
| _____ 3. Two hollow spaces in the nose | C. Bronchiole |
| _____ 4. Tiny hairlike structures in the nose | D. Cilia |
| _____ 5. Correct name for the throat | E. Epiglottis |
| _____ 6. The voice box | F. Esophagus |
| _____ 7. Tube from the larynx to center of chest | G. Expiration |
| _____ 8. Carries air from the trachea to the lungs | H. Inspiration |
| _____ 9. Smallest air tubes in the lungs | I. Larynx |
| _____ 10. Air sacs that exchange gases | J. Lung |
| _____ 11. Organ of respiration | K. Nasal cavity |
| _____ 12. Process of breathing in air | L. Nasal septum |
| | M. Pharynx |
| | N. Sinuses |
| | O. Trachea |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 13. Oxygen is a gas that is a waste product produced by cells. |
| T | F | 14. The body has a six- to ten-minute supply of oxygen. |
| T | F | 15. Mucus and cilia trap dirt and pathogens as they enter the nose. |
| T | F | 16. The lacrimal ducts for the sense of smell are in the nose. |
| T | F | 17. Sinuses are lined with mucous membrane that warms and moistens air. |
| T | F | 18. The adenoids and eustachian tube openings are in the oropharynx. |
| T | F | 19. The esophagus and trachea branch off the oropharynx. |
| T | F | 20. Vocal cords vibrate and produce speech as air enters the lungs. |
| T | F | 21. The trachea has two folds called vocal cords. |
| T | F | 22. The trachea has a series of C-shaped cartilages open on the dorsal, or back, surface. |
| T | F | 23. The capillaries in the alveoli allow oxygen and carbon dioxide to be exchanged between the blood and the lungs. |
| T | F | 24. The left lung has three sections, or lobes. |
| T | F | 25. Each lung is enclosed in a membrane or sac called the pleura. |
| T | F | 26. Ventilation involves two phases: inspiration and expiration. |
| T | F | 27. When the diaphragm and intercostal muscles contract, air rushes into the lungs. |
| T | F | 28. The process of respiration is controlled by the medulla oblongata. |
| T | F | 29. The process of respiration is usually involuntary. |
| T | F | 30. An increased amount of carbon dioxide in the blood causes a decrease in the rate of respiration. |
| T | F | 31. The left bronchus is shorter, is wider, and extends more vertically than the right bronchus. |
| T | F | 32. Lung cancer is the leading cause of cancer death in both men and women. |
| T | F | 33. Antibiotics are the main treatment for influenza. |
| T | F | 34. Hemoptysis is coughing up blood-tinged sputum. |
| T | F | 35. The elderly, individuals with chronic diseases, and health care workers should be immunized with an influenza vaccine every five years. |

Test Chapter 7:10 Respiratory System

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | | |
|---------------------------------------|-------------|-----------------------|--------------|
| add oxygen | emphysema | moisten air | sinusitis |
| alveoli | epistaxis | oxygen | sleep apnea |
| asthma | filter air | pleurisy | tuberculosis |
| bronchitis | influenza | pneumonia | warm air |
| carbon dioxide | laryngitis | remove carbon dioxide | |
| chronic obstructive pulmonary disease | lung cancer | rhinitis | |

- | | |
|--|---|
| 36. _____ _____ _____ | 36. List three (3) functions of the nasal cavity. |
| 37. A. _____ B. _____ | 37. The respiratory center increases the rate of respirations when there is a lack of A. _____ or increased amount of B. _____ in the blood. |
| 38. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ | 38. Identify the following diseases that affect the respiratory system: A. Infectious disease of the lungs with a buildup of fluid, or exudate, in the alveoli B. Nosebleed; capillaries in the nose become congested and bleed C. A highly contagious viral infection of the upper respiratory system D. Chronic noninfectious disease in which alveoli lose their elasticity E. Inflammation of the bronchi and bronchial tubes F. Chronic inflammatory disorder usually caused by sensitivity to an allergen G. Inflammation of the voice box and vocal cords H. When this condition is severe, a continuous positive airway pressure (CPAP) mask is used to keep the airway open I. Inflammation of the nasal membrane that causes a runny nose, watery eyes, and sneezing |

Short Answer: In the space provided, print the answer to the questions.

39. Differentiate between external and internal respiration. Briefly explain what happens during each of these stages of respiration.
40. What is cellular respiration?

Test Chapter 7:11 Digestive System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|--------------------|
| _____ 1. Structures that chew and grind food | A. Colon |
| _____ 2. Carries food from mouth to esophagus | B. Duodenum |
| _____ 3. Muscular organ that contains taste buds | C. Esophagus |
| _____ 4. Carries food from pharynx to stomach | D. Gallbladder |
| _____ 5. Enlarged section of alimentary canal | E. Ileum |
| _____ 6. Receives bile and pancreatic juice | F. Jejunum |
| _____ 7. Final section of small intestine | G. Large intestine |
| _____ 8. Absorbs water and remaining nutrients | H. Liver |
| _____ 9. Storage area for indigestibles | I. Pancreas |
| _____ 10. Stores and concentrates bile | J. Pharynx |
| _____ 11. Glandular organ behind stomach | K. Rectum |
| _____ 12. Has ascending, transverse, and descending divisions | L. Stomach |
| | M. Teeth |
| | N. Tongue |
| | O. Villi |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 13. The hard palate separates the mouth from the nasal cavities. |
| T | F | 14. Saliva contains lipase, which starts the chemical digestion of carbohydrates, or sugars. |
| T | F | 15. After food is chewed and mixed with saliva, it is called a bolus. |
| T | F | 16. The uvula prevents food from entering the nasopharynx during swallowing. |
| T | F | 17. The epiglottis closes over the esophagus during swallowing to keep food out of the respiratory tract. |
| T | F | 18. Peristalsis is a rhythmic, wavelike involuntary muscle movement. |
| T | F | 19. The cardiac sphincter keeps food in the stomach until it is ready to enter the small intestine. |
| T | F | 20. The gastric juices in the stomach contain mercuric acid and enzymes. |
| T | F | 21. The mucous membrane lining of the small intestine is arranged in folds called rugae. |
| T | F | 22. Lipase is the enzyme that chemically breaks down proteins. |
| T | F | 23. Food is converted into chyme in the small intestine. |
| T | F | 24. Most of digestion and absorption occurs in the small intestine. |
| T | F | 25. Bile emulsifies, or physically breaks down, fats. |
| T | F | 26. Capillaries in villi absorb digested nutrients and carry them to the liver. |
| T | F | 27. Lacteals pick up digested fats and carry them to the lymphatic system. |
| T | F | 28. A small projection of the cecum is the vermiform appendix. |
| T | F | 29. Some B complex vitamins and vitamin K are synthesized (formed) by bacteria in the large intestine. |
| T | F | 30. The liver produces cholesterol. |
| T | F | 31. Hemorrhoids are painful dilated or varicose veins in the rectum and/or anus. |
| T | F | 32. Cirrhosis is an inflammation of the liver usually caused by a virus. |
| T | F | 33. Cholecystitis is the presence of stones in the gallbladder. |
| T | F | 34. Two symptoms of an ulcer are hematemesis and melena. |
| T | F | 35. Type B hepatitis is transmitted in food or water contaminated by the feces of an infected person. |

Test Chapter 7:11 Digestive System

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | |
|---|--|
| <ul style="list-style-type: none"> absorbs digested fats absorbs water aids in digestion of milk cholecystitis cirrhosis completes digestion of proteins constipation detoxifies substances diarrhea diverticulitis gastroenteritis gastroesophageal reflux disease helps absorb iron hemorrhoids hepatitis A hepatitis B | <ul style="list-style-type: none"> hepatitis C hernia kills bacteria lubricates mouth moistens food pancreatitis produces heparin produces insulin secretes bile secretes enzymes to digest carbohydrates, proteins, and fats stores and concentrates bile stores glycogen stores iron and vitamins synthesis of B-complex vitamins ulcer ulcerative colitis |
|---|--|

- | | |
|--|---|
| <p>36. _____ _____</p> <p>37. _____ _____</p> <p>38. _____ _____ _____ _____</p> <p>39. _____ _____</p> <p>40. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____</p> | <p>36. List two (2) functions of saliva.</p> <p>37. Name two (2) actions of hydrochloric acid in the stomach.</p> <p>38. List five (5) functions of the liver.</p> <p>39. Name two (2) functions of the pancreas.</p> <p>40. Identify the following diseases of the digestive system:</p> <ul style="list-style-type: none"> A. Internal organ pushes through a weakened area or natural opening in a body wall B. Major cause is a bacterium, <i>Helicobacter pylori</i> (<i>H. pylori</i>), that burrows into stomach membranes C. Condition characterized by frequent watery stools D. Chronic destruction of liver cells accompanied by formation of fibrous connective scar tissue E. Inflammation of pouches or sacs that form in the intestine F. Severe inflammation of the colon with formation of ulcers and abscesses G. A condition in which enzymes begin to digest the pancreas H. Vaccine to prevent this disease is recommended for all health care workers I. Chronic disease that occurs when acid from the stomach flows back up into the esophagus J. Inflammation of the mucous membrane that lines the stomach and intestine; commonly called stomach flu |
|--|---|

Test Chapter 7:12 Urinary System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|---------------------|
| _____ 1. Liquid waste product that is 95 percent water | A. Bladder |
| _____ 2. Microscopic filtering unit in kidney | B. Bowman's capsule |
| _____ 3. Bean-shaped organ by vertebral column | C. Cortex |
| _____ 4. Inner section of kidney | D. Glomerulus |
| _____ 5. Cluster of capillaries in nephron | E. Kidney |
| _____ 6. C-shaped structure surrounding glomerulus | F. Medulla |
| _____ 7. Hollow muscular sac that stores urine | G. Nephron |
| _____ 8. Tube from bladder to outside | H. Ureter |
| _____ 9. Tube from kidney to bladder | I. Urethra |
| _____ 10. External opening of urinary system | J. Urinary meatus |
| | K. Urine |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. The kidneys are protected by the ribs and a cushion of fat. |
| T | F | 12. The medulla of the kidney contains most of the nephrons. |
| T | F | 13. Renal veins carry blood to the kidneys. |
| T | F | 14. Water, salt, sugar, and proteins are filtered out of the blood in the capillaries of the glomerulus. |
| T | F | 15. As filtered materials pass through the convoluted tubules, substances needed by the body are reabsorbed. |
| T | F | 16. Peristalsis moves urine through the ureter. |
| T | F | 17. The bladder has a lining of mucous membrane arranged in a series of folds called villi. |
| T | F | 18. The urge to void occurs when the bladder contains about 800 mL of urine. |
| T | F | 19. The ureter is different in males and females. |
| T | F | 20. Oliguria is the absence of urination. |
| T | F | 21. Hemodialysis is a state of equilibrium, or constant state of natural balance, in the internal environment of the body. |
| T | F | 22. Hematuria is blood in the urine. |
| T | F | 23. Dysuria is the inability to empty the bladder. |
| T | F | 24. Calculi are the formation of stones in the urinary system. |
| T | F | 25. Nephritis is an inflammation of the bladder. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

| | | | |
|-------------------|--------------------|----------------|-----------------|
| 500 to 1,000 mL | creatinine | mineral salts | red blood cells |
| 1,500 to 2,000 mL | cystitis | nocturia | urea |
| 2,000 to 3,000 mL | glomerulonephritis | oliguria | uremia |
| 4,000 to 5,000 mL | glucose | polyuria | urethritis |
| anuria | hematuria | pyelonephritis | uric acid |
| calculus | | | |

26. _____ 26. Name four (4) waste products dissolved in the water of urine.
- _____
- _____
- _____
27. _____ 27. How much urine is produced daily?
28. A. _____ 28. Identify the following diseases or conditions of the urinary system:
- B. _____ A. Excessive urination
- C. _____ B. Absence of urination
- D. _____ C. Toxic condition that occurs when the kidneys fail and urinary waste products are present in the bloodstream
- E. _____ D. Inflammation of the urinary bladder
- E. Inflammation of kidney tissue and the renal pelvis, usually caused by pyogenic bacteria

Test Chapter 7:13 Endocrine System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|----------------|
| _____ 1. Group of ductless glands | A. Adrenal |
| _____ 2. Gland that requires iodine to produce its hormone | B. Endocrine |
| _____ 3. Four small glands behind thyroid | C. Hormone |
| _____ 4. Master gland of the body | D. Ovary |
| _____ 5. Glands located above each kidney | E. Pancreas |
| _____ 6. Chemical substance secreted by endocrine glands | F. Parathyroid |
| _____ 7. Endocrine and exocrine glands | G. Pineal |
| _____ 8. Sex gland of the female | H. Pituitary |
| _____ 9. Temporary endocrine gland produced during pregnancy | I. Placenta |
| _____ 10. Mass of tissue in upper part of chest | J. Testes |
| | K. Thymus |
| | L. Thyroid |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 11. Hormones are transported throughout the body by the bloodstream. |
| T | F | 12. The parathyroid hormone regulates the amount of blood calcium. |
| T | F | 13. Estrogen promotes growth and development of female sex organs. |
| T | F | 14. Epinephrine activates the sympathetic nervous system. |
| T | F | 15. The thyroid hormone, thyrotropin, increases metabolic rate. |
| T | F | 16. Somatotropin is a growth hormone that stimulates normal body growth. |
| T | F | 17. Insulin is used in the metabolism of proteins and fats. |
| T | F | 18. The pineal body atrophies during puberty. |
| T | F | 19. The placenta is expelled as the afterbirth after a child's birth. |
| T | F | 20. Gigantism is overactivity of the thyroid gland that results in excessive growth. |
| T | F | 21. Cushing's syndrome is an excess in adrenal cortex hormones resulting in hypertension, obesity, and a moon-faced appearance. |
| T | F | 22. Goiter is an enlargement of the parathyroid glands. |
| T | F | 23. Hypothyroidism causes a person to have slow metabolism, resulting in fatigue and weight loss. |
| T | F | 24. Hyperparathyroidism can result in the formation of kidney stones. |
| T | F | 25. Diabetes mellitus is a chronic disease caused by a decreased secretion of insulin. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | | | |
|---------|-------------|-----------|----------|---------|
| adrenal | pancreas | pineal | placenta | thymus |
| ovary | parathyroid | pituitary | testes | thyroid |
26. Identify the endocrine gland(s) that produce(s) the hormone and action described.
- | | |
|--------------|--|
| 26. A. _____ | A. Parathormone to regulate calcium in the blood |
| B. _____ | B. Progesterone to maintain lining of uterus |
| C. _____ | C. Insulin for metabolism of glucose |
| D. _____ | D. Thyroxine to increase metabolic rate |
| E. _____ | E. Adrenocorticotrophic to stimulate adrenal cortex |
| F. _____ | F. Vasopressin to promote the reabsorption of water in the kidneys |
| G. _____ | G. Testosterone to stimulate growth of male sex organs |
| H. _____ | H. Gonadocorticoids to act as sex hormones |
| I. _____ | I. Thymosin to stimulate production of antibodies |
| J. _____ | J. Glucocorticoids to aid in metabolism of proteins, fats, and carbohydrates |
| K. _____ | K. Melatonin to delay puberty |
| L. _____ | L. Follicle-stimulating hormone to stimulate growth and production of ovum and sperm |

Test Chapter 7:14 Reproductive System

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|--------------------------|
| _____ 1. Sac containing the testes | A. Bartholin's gland |
| _____ 2. Tube that receives sperm and fluid from the epididymis | B. Breasts |
| _____ 3. Produces thick fluid rich in sugar | C. Cowper's gland |
| _____ 4. Gland that contracts during ejaculation | D. Endometrium |
| _____ 5. Two small glands located below the prostate | E. Fallopian tube |
| _____ 6. Tube that carries urine and semen | F. Prostate gland |
| _____ 7. Area where fertilization takes place | G. Scrotum |
| _____ 8. Innermost layer of the uterus | H. Seminal vesicle |
| _____ 9. Muscular tube connecting cervix of uterus with the outside | I. Urethra |
| _____ 10. Mammary glands | J. Vagina |
| | K. Vas (ductus) deferens |
| | L. Vulva |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 11. Men should begin monthly testicular self-examinations at age 15. |
| T | F | 12. Sperm are stored in the epididymis until they mature and become motile. |
| T | F | 13. The epididymis, seminal vesicles, prostate gland, and Cowper's glands all produce secretions added to the semen. |
| T | F | 14. A circumcision is a surgical removal of the prepuce. |
| T | F | 15. Fertilization is the release of an ovum from a follicle. |
| T | F | 16. Fimbriae are fingerlike projections on the fallopian tubes. |
| T | F | 17. Peristalsis and cilia move the egg through the fallopian tube. |
| T | F | 18. Menstruation occurs when the endometrium deteriorates. |
| T | F | 19. The vagina is lined with a mucous membrane arranged in folds called villi. |
| T | F | 20. The perineum is the area between the vagina and anus in the female. |
| T | F | 21. Mammography and ultrasonography are used to detect breast tumors. |
| T | F | 22. Bartholin's and Cowper's glands secrete mucus for lubrication. |
| T | F | 23. The labia minor are folds of fatty tissue covered with hair. |
| T | F | 24. Lactation usually occurs during menstruation. |
| T | F | 25. Herpes is a chronic STI caused by a bacteria. |
| T | F | 26. AIDS is spread through the exchange of sexual secretions and/or blood. |
| T | F | 27. People infected with the AIDS virus show symptoms of AIDS before they can transmit the infection to another person. |
| T | F | 28. Phimosis is difficult or painful menstruation. |
| T | F | 29. Orchitis is an inflammation of the epididymis by a pathogenic organism. |
| T | F | 30. Diet modifications, bedrest, heat applications, and stress reduction training are used to treat premenstrual syndrome (PMS). |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---|-----------------------------|------------------------------|
| acquired immunodeficiency syndrome (AIDS) | epididymitis | prostatic hypertrophy |
| cervical cancer | gonorrhea | pubic lice |
| chlamydia | herpes | syphilis |
| endometriosis | pelvic inflammatory disease | <i>Trichomonas vaginalis</i> |
31. Identify the following diseases of the reproductive system:
- | | | |
|----------|---|--|
| A. _____ | A. Growth of endometrial tissue outside the uterus | |
| B. _____ | B. Enlargement of the prostate gland | |
| C. _____ | C. Parasites that can be spread sexually or by clothing or bed linen | |
| D. _____ | D. Inflammation of the cervix, uterus, fallopian tubes, and ovaries at times | |
| E. _____ | E. Viral infection that attacks body's immune system | |
| F. _____ | F. STI caused by parasitic protozoa and characterized by a large amount of yellow foul-smelling discharge | |
| G. _____ | G. STI caused by bacteria and characterized by a greenish-yellow discharge | |
| H. _____ | H. STI caused by a spirochete that often starts with a painless chancre or sore | |

Test Chapter 8 Human Growth and Development

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|---|-----------------------|
| _____ | 1. Care that allows patient to die with dignity and comfort | A. Anorexia nervosa |
| _____ | 2. Disease that will result in death | B. Bulimia |
| _____ | 3. Lack of something required or desired | C. Concentrating |
| _____ | 4. Needs required to sustain life | D. Cooperation |
| _____ | 5. Need to be free from anxiety and fear | E. Defense mechanism |
| _____ | 6. Measurable physical changes that occur throughout an individual's life | F. Development |
| _____ | 7. Indirect method used to deal with need | G. Esteem |
| _____ | 8. Direct method used to deal with need | H. Growth |
| _____ | 9. Uncomfortable inner sensation or feeling | I. Hospice |
| _____ | 10. Feeling important and worthwhile | J. Need |
| _____ | 11. Psychological condition in which person alternately binges and then fasts | K. Physiological |
| _____ | 12. Feeling of pleasure or fulfillment | L. Safety |
| | | M. Satisfaction |
| | | N. Self-actualization |
| | | O. Tension |
| | | P. Terminal illness |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 13. Mental development during the life stages includes feelings and dealing with love, hate, joy, and other sensations. |
| T | F | 14. The most dramatic and rapid changes in growth and development occur during the first year of life. |
| T | F | 15. Temper tantrums are common for two-year-olds because they try to do things beyond their ability. |
| T | F | 16. Adolescence is a traumatic life stage. |
| T | F | 17. People who talk about suicide usually do not try to commit suicide. |
| T | F | 18. Early adulthood is frequently the most productive life stage. |
| T | F | 19. Many individuals do not show physical changes of aging until their seventies and even eighties. |
| T | F | 20. Alzheimer's disease is a thickening and hardening in the walls of arteries that causes a decrease in mental ability. |
| T | F | 21. Patients should be left with some hope when told of approaching death. |
| T | F | 22. If a dying patient says, "I don't believe the doctor read the test correctly," he or she is probably in the bargaining stage of dying. |
| T | F | 23. The need for order and routine is an example of a safety need. |
| T | F | 24. Sexuality is part of the need for love and affection as well as a physiological need. |
| T | F | 25. Self-actualization means people have obtained their full potential or are what they want to be. |
| T | F | 26. Individuals are motivated to act when needs are felt. |
| T | F | 27. The use of defense mechanisms is unhealthy and a poor approach to meeting needs. |
| T | F | 28. Erik Erikson believes that if an individual is not able to resolve a conflict at the appropriate stage of life, the individual will struggle with the same conflict later in life. |
| T | F | 29. Chemical abuse can occur in any life stage. |
| T | F | 30. Jean Piaget identified cognitive stages of development based on how an organism adapts to its environment. |
| T | F | 31. Certain needs always have priority over other needs. |
| T | F | 32. Individuals who feel safe and secure are less willing to accept change and face unknown situations. |
| T | F | 33. Illness can have a major effect on an individual's feelings of safety and esteem. |
| T | F | 34. Under most right to die laws, a person must sign a do not resuscitate order before hospice care can be offered. |

Test Chapter 8 Human Growth and Development

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---|--|---|
| acceptance adolescence: 12–18 years anger anorexia bargaining chemical abuse communication compensation daydreaming denial depression displacement | early adulthood: 19–40 years early childhood: 1–6 years emotional esteem infancy: birth–1 year late adulthood: 65 and older late childhood: 6–12 years listening love and affection mental middle adulthood: 40–65 years physical | physiological projection puberty rationalization repression safety and security self-actualization sexuality social suicide suppression withdrawal |
|---|--|---|

35. _____

36. _____
37. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. _____
 H. _____
 I. _____
 J. _____
 K. _____
 L. _____
38. _____

39. _____

40. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
35. List the four (4) main types of growth and development that occur during each life stage.
36. The development of the sexual organs and secondary sexual characteristics is frequently called _____.
37. Identify the life stage in which each of the following developments is most likely to occur:
 A. Progress from total self-centered concept to recognition of others
 B. Physical development is on the decline
 C. Like routine and become stubborn or frustrated when changes occur
 D. Learn bladder and bowel control
 E. Emotional development is often stormy and in conflict
 F. Emotionally a time of contentment and satisfaction or a time of crisis
 G. Respond more and more to peer group influences
 H. Begin to understand abstract concepts such as loyalty and values
 I. Show decline in recent memory but recall past events clearly
 J. Begin to make decisions based on logic rather than trial and error
 K. Most primary teeth are lost, and permanent teeth erupt
 L. More likely to form groups with members of their own sex
38. List and briefly describe the five (5) stages of death and dying.
39. Name the five (5) levels of needs in Maslow’s hierarchy of needs, starting with the lowest level and ending with the highest level.
40. Identify the defense mechanism being used in the following examples:
 A. Student constantly imagines being a doctor but does not study.
 B. “I can’t finish the assignment because the teacher didn’t explain it.”
 C. “I’m too nervous to learn to drive a car.”
 D. Nurse assistant yells at a coworker after a patient calls her incompetent.
 E. Because of poor grades in math, a student decides to be a recreational therapist instead of a pharmacist.

Test Chapter 9 Cultural Diversity

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|---|--------------------------|
| _____ | 1. Classification of people based on national origin and/or culture | A. Acculturation |
| _____ | 2. Process of learning beliefs and behaviors of the dominant culture and assuming some of the characteristics | B. Agnostic |
| _____ | 3. Preference that inhibits impartial judgment | C. Atheist |
| _____ | 4. Family structure in which father or oldest male is the authority figure | D. Bias |
| _____ | 5. Classification of people based on physical or biological characteristics | E. Cultural assimilation |
| _____ | 6. Strong feeling or beliefs formed without reviewing facts or information | F. Ethnicity |
| _____ | 7. Individual who believes existence of God cannot be proved or disproved | G. Ethnocentric |
| _____ | 8. Assumption that everyone in a particular group is the same | H. Matriarchal |
| _____ | 9. Organized system of belief in a superhuman power or higher power | I. Patriarchal |
| _____ | 10. Ability to recognize and appreciate the personal characteristics of others | J. Prejudice |
| | | K. Race |
| | | L. Religion |
| | | M. Sensitivity |
| | | N. Spirituality |
| | | O. Stereotyping |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Health care workers must respect the individuality of each person. |
| T | F | 12. Ethnicity is defined as the “values, beliefs, attitudes, languages, symbols, rituals, behaviors, and customs unique to a particular group of people.” |
| T | F | 13. Cultural practices and beliefs are shared with others in a cultural group to maintain a uniformity among all members in the group. |
| T | F | 14. Cultural beliefs are passed from generation to generation and are never changed or altered. |
| T | F | 15. An individual’s patterns of behavior are usually determined by the individual’s race. |
| T | F | 16. Differences based on cultural, ethnic, and racial factors are called cultural diversity. |
| T | F | 17. Recent immigrants to the United States are usually more acculturated than second- or third-generation Americans. |
| T | F | 18. A common prejudice is that college-educated individuals are superior to uneducated individuals. |
| T | F | 19. Every individual is prejudiced to some degree. |
| T | F | 20. Some states mandate that any medical permit requiring a written signature be printed in the patient’s language to ensure that he or she understands what is being signed. |
| T | F | 21. While providing care to people with limited English-speaking abilities, speak slowly and loudly, use simple words, and use gestures or pictures. |
| T | F | 22. If a patient seems nervous when his or her personal space is invaded, a health care worker should try to move away from the patient periodically. |
| T | F | 23. Lack of eye contact usually means a person is not listening. |
| T | F | 24. Nodding the head up and down for “yes” and side-to-side for “no” is a universal gesture understood by all cultures. |
| T | F | 25. Individuals may use herbal remedies and religious rites to treat illness even while receiving traditional health care. |
| T | F | 26. An individual who believes health is a balance between yin and yang may use hot and cold remedies to treat disease. |
| T | F | 27. Some individuals may not express pain verbally. |
| T | F | 28. Spirituality is an individualized and personal set of beliefs and practices that never changes during a person’s life. |
| T | F | 29. To determine an individual’s preferences for diet, religion, or personal care, a health care worker should talk with the patient and ask questions. |
| T | F | 30. Every effort must be made to allow an individual to express his or her beliefs, practice any religious rituals, and/or follow a special diet. |

Test Chapter 9 Cultural Diversity

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---|--|--|
| accupuncture adopt alternative health care Amish antibiotics ask questions Baptist belief bias Buddhism change Christian Scientist ethnocentric explain your beliefs | express your opinions extended family eye contact faith healing gestures Hinduism holistic health care Islam Jehovah's Witness language listen Lutheran matriarchal Methodist | nuclear family opinion organic foods patriarchal personal space prejudice race religion religious beliefs respect Russian Orthodox spirituality stereotyping yoga |
|---|--|--|

- | | |
|--|---|
| 31. _____ | 31. What type of health care provides for the well-being of the whole person and meets physical, social, and mental needs? |
| 32. A. _____ B. _____ | 32. Identify the following types of family organization: A. Mother is the authority figure B. Parents, children, and grandparents live in one home |
| 33. _____ _____ _____ _____ | 33. List five (5) areas of cultural diversity that a health care worker may encounter. |
| 34. _____ _____ _____ _____ | 34. Identify four (4) types of treatments used by alternative health care providers. |
| 35. _____ _____ | 35. Identify two (2) religions that may prohibit blood transfusions. |
| 36. _____ _____ | 36. Identify two (2) religions that may require a religious representative to be present at the time of death. |
| 37. _____ | 37. What religion practices polytheism? |
| 38. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ I. _____ J. _____ | 38. Health care workers must learn to appreciate and respect the personal characteristics of others. Ways to respect cultural diversity include: A. _____ to patients as they express their beliefs. Recognize and avoid B. _____, C. _____, and D. _____. E. _____ to determine a person's beliefs. Evaluate all information before forming a/an F. _____. Respect G. _____, H. _____, symbols, and rituals. Remember that you are not expected to I. _____ another's beliefs, just to accept and J. _____ them. |
| 39. _____ | 39. Individuals who believe in the supremacy of their own ethnic group are called _____. |
| 40. _____ | 40. An example of _____ occurs when an assumption is made that everyone in a particular group is the same. |

Test Chapter 10 Geriatric Care

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | | Column B |
|-------|---|--|------------------------|
| _____ | 1. Scientific study of aging and problems of the old | | A. Agingology |
| _____ | 2. A false belief | | B. Arthritis |
| _____ | 3. Dark yellow or brown-colored spots on the skin | | C. Cataract |
| _____ | 4. Condition in which calcium and other minerals are lost from bone | | D. Culture |
| _____ | 5. Condition in which transparent lens of the eye becomes cloudy or opaque | | E. Dementia |
| _____ | 6. Inability to control urination | | F. Disease |
| _____ | 7. Any condition that interferes with the normal function of the body | | G. Dysuria |
| _____ | 8. A loss of mental ability | | H. Gerontology |
| _____ | 9. Activities that promote awareness of person, time, and place | | I. Glaucoma |
| _____ | 10. Values, beliefs, ideas, and customs that are passed from one generation to the next | | J. Incontinence |
| | | | K. Myth |
| | | | L. Osteoporosis |
| | | | M. Reality orientation |
| | | | N. Religion |
| | | | O. Senile lentiginos |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Aging is a normal process that leads to normal changes in body structure and function. |
| T | F | 12. Most elderly individuals are cared for in long-term care facilities. |
| T | F | 13. The financial status of the elderly varies just as the financial status of other age groups varies. |
| T | F | 14. Most physical changes that occur in the elderly are gradual and take place over a long period of time. |
| T | F | 15. An elderly individual frequently complains of feeling very warm because an increased sensitivity to temperature develops. |
| T | F | 16. Daily baths are recommended for elderly individuals to help maintain cleanliness and good skin tone. |
| T | F | 17. Elderly individuals should be encouraged to exercise as much as their physical condition permits. |
| T | F | 18. The senses of taste, smell, vision, and hearing diminish as an individual ages. |
| T | F | 19. Dysphagia, difficulty in breathing, is a frequent complaint of the elderly. |
| T | F | 20. Elderly individuals are less likely to get colds and the flu because their immune system has produced many antibodies. |
| T | F | 21. Sexual desire and needs usually end at about age 70 for most individuals. |
| T | F | 22. A move to a long-term care facility creates stress in elderly individuals. |
| T | F | 23. Any care provided to elderly individuals should allow them as much independence as possible. |
| T | F | 24. A disability is a physical or mental defect or handicap that interferes with normal function. |
| T | F | 25. Diseases can cause permanent disabilities. |
| T | F | 26. Kidney disease, medications, stress, and poor nutrition can cause confusion and disorientation. |
| T | F | 27. Alzheimer's disease is caused by arteriosclerosis. |
| T | F | 28. Varying a routine helps provide stimulation and is beneficial for a confused or disoriented individual. |
| T | F | 29. If a disoriented individual makes an incorrect statement, it is best to agree with the statement to avoid upsetting the individual. |
| T | F | 30. Diet, practices relating to birth and death, and even acceptance of medical care can be affected by religious beliefs. |

Test Chapter 10 Geriatric Care

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|--------------------------|--------------|---------------------|
| advertisements | cultural | ombudsman |
| arteriosclerosis | delirium | osteoporosis |
| arthritis | dementia | physical |
| atherosclerosis | emphysema | psychological |
| bronchitis | glaucoma | reality orientation |
| cataract | mediator | religious |
| cerebrovascular accident | neurological | verbal |

- | | |
|---|--|
| <p>31. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____</p> | <p>31. Identify the following diseases: A. Inflammation of the joints B. Alveoli lose their elasticity and cause difficulty in breathing C. Intraocular pressure of the eye increases and interferes with vision D. Blood clot or hemorrhage obstructs blood flow to the brain E. Walls of blood vessels become thick and lose their elasticity F. Confusion or disorientation that is temporary and caused by a treatable condition</p> |
| <p>32. _____</p> | <p>32. Using clocks, calendars, and information boards to point out time, day, and activities is an example of _____.</p> |
| <p>33. _____</p> | <p>33. Special diets, days of worship, practices relating to birth and death, and acceptance of medical care are often determined by a person's _____ beliefs.</p> |
| <p>34. _____ _____ _____</p> | <p>34. Name three (3) types of abuse.</p> |
| <p>35. _____</p> | <p>35. What is the name of a specially trained individual who works with the elderly, families, and health care providers to improve the quality of care?</p> |

Short Answer: In the space provided, print the answer to the question.

36. What is reality orientation? Is it effective for all confused and disoriented individuals? Why or why not?

Test Chapter 11 Nutrition and Diets

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | | Column B |
|-------|---|--|-----------------------|
| _____ | 1. All body processes relating to food | | A. Absorption |
| _____ | 2. State of good health with optimal body function | | B. Carbohydrates |
| _____ | 3. Fibrous indigestible form of carbohydrate | | C. Cellulose |
| _____ | 4. Process where blood capillaries pick up nutrients | | D. Cholesterol |
| _____ | 5. Process where nutrients are used by cells | | E. Digestion |
| _____ | 6. Nutrients that are a major source of energy | | F. Fats |
| _____ | 7. Nutrients made of amino acids | | G. Metabolism |
| _____ | 8. Nutrients that provide the most concentrated form of energy | | H. Minerals |
| _____ | 9. Sterol lipid found in body cells and animal products | | I. Nutrition |
| _____ | 10. Inorganic elements that regulate body fluids and assist in body functions | | J. Nutritional status |
| | | | K. Proteins |
| | | | L. Vitamins |
| | | | M. Wellness |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Carbohydrates are a more expensive source of energy than fats. |
| T | F | 12. Polyunsaturated fats are usually solid at room temperature. |
| T | F | 13. Minerals are usually classified as water- or fat-soluble. |
| T | F | 14. The best sources of complete proteins are vegetable foods such as cereals, dry beans, peas, and peanuts. |
| T | F | 15. Proteins, vitamins, and minerals all help build and repair body tissue. |
| T | F | 16. An excess amount of vitamins or a deficiency of vitamins can cause poor health. |
| T | F | 17. The average person should drink two to four glasses of water each day to provide the body with the water it needs. |
| T | F | 18. Peristalsis is the chemical breakdown of food. |
| T | F | 19. Most absorption takes place in the stomach. |
| T | F | 20. During metabolism, nutrients are combined with oxygen and heat and energy are released. |
| T | F | 21. The basal metabolic rate is the rate at which the body uses energy for voluntary work. |
| T | F | 22. A calorie is a measurement of the amount of heat released when nutrients are metabolized to produce energy. |
| T | F | 23. The amount of physical activity or exercise is the main factor determining an individual's caloric requirements. |
| T | F | 24. To gain weight, increase activity and caloric intake. |
| T | F | 25. Foods are arranged in groups containing similar nutrients in the five major food groups. |
| T | F | 26. Food habits also affect nutrition. |
| T | F | 27. Therapeutic diets are modifications of the normal diet. |
| T | F | 28. Anorexia is a loss of appetite. |
| T | F | 29. Liquid diets are nutritionally inadequate. |
| T | F | 30. High-fat foods are avoided on high-calorie diets because they digest slowly and spoil the appetite. |
| T | F | 31. Obesity is a form of malnutrition. |
| T | F | 32. Obesity is excessive body weight 30 percent or more above the average recommended weight. |
| T | F | 33. Some vitamins and minerals are antioxidants. |
| T | F | 34. Low-density lipoprotein, or LDL, is called "good" cholesterol because it transports cholesterol back to the liver and prevents plaque from accumulating on the walls of arteries. |

Test Chapter 11 Nutrition and Diets

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

| | | | |
|--------------------------|-----------------|------------------------------|----------------------------|
| absorption | fluorine | magnesium | sodium-restricted |
| build and repair tissues | full liquids | niacin (B ₃) | thiamine (B ₁) |
| calcium | high-protein | potassium | vitamin A |
| chlorine or chloride | iodine | provide insulation | vitamin C |
| clear liquids | iron | regular or standard | vitamin D |
| cushion organs and bones | low-cholesterol | regulate body functions | vitamin E |
| diabetic | low-protein | riboflavin (B ₂) | vitamin K |
| digestion | low-fiber | sodium | zinc |

35. _____

 36. _____

 37. _____
35. List two (2) functions of fats.
36. List two (2) functions of proteins.
37. What is the name of the process by which the body breaks down food into smaller parts, changes the food chemically, and moves the food through the digestive system?
38. Identify the vitamin that performs the function listed.
- A. Regulates calcium and phosphorous absorption and metabolism
 B. Aids in wound healing and absorption of iron
 C. Protection of cell structure, especially red blood cells and epithelial cells
 D. Health of the eyes and growth and development
 E. Normal clotting of the blood and formation of prothrombin
 F. Health of mouth tissue and the eyes
39. Identify the mineral that performs the function listed.
- A. Regular heart rhythm, fluid balance, and nerve function
 B. Formation of hydrochloric acid
 C. Clotting of blood and development and maintenance of bones and teeth
 D. Formation of hemoglobin in red blood cells
 E. Absorption of glucose and maintenance of acid-base balance
 F. Formation of hormones in thyroid gland
40. Identify the therapeutic diet.
- A. Allows clear liquids, custard, pudding, and ice cream and is used after surgery and before some X-rays
 B. Limits foods such as smoked meats or fish, processed foods, olives, and sauerkraut and is used for hypertension, edema, and kidney disease
 C. Limits foods such as raw fruits and vegetables, whole grain breads and cereals, nuts, and beans and is used for digestive diseases such as colitis and diarrhea
 D. Encourages intake of meats, fish, milk, cheese, and eggs and is used for pregnant or lactating women or for children when growth is delayed
 E. Requires patients to calculate the amount of carbohydrates in each meal; suggests avoiding candy, syrup, jams and jellies, and sugar-heavy foods
38. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
39. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
40. A. _____
 B. _____
 C. _____
 D. _____
 E. _____

Short Answer: In the space provided, print the answer to the question.

41. A person should consume 15 calories per pound per day to maintain weight. How many calories should a person who weighs 150 pounds consume daily to maintain weight?
42. Draw the image of *MyPlate* and label the five (5) major food groups represented. Make sure that the portions recommended for each food group are sized correctly in your drawing.

Test Chapter 12 Computers and Technology in Health Care

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|----------------------------------|
| _____ 1. Ability to understand how a computer works and applications are used | A. Central processing unit |
| _____ 2. Handheld tablet or personal digital assistant | B. Computer literacy |
| _____ 3. Machine components of a computer | C. Computer-assisted instruction |
| _____ 4. Permanent programs stored in a computer | D. Database |
| _____ 5. Unit that processes all data | E. Field |
| _____ 6. Uses special software to perform high-speed math calculations | F. Hardware |
| _____ 7. Programs that run a computer | G. Mainframe computer |
| _____ 8. Educational computer program developed for individualized use | H. Microcomputer |
| _____ 9. Organized collection of information | I. Random-access memory |
| _____ 10. Largest type of computer | J. Read-only memory |
| | K. Software |
| | L. Spreadsheet |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. A computer system is an electronic device that acts as a complete information processing center. |
| T | F | 12. A working knowledge of the computer is essential for all health occupations. |
| T | F | 13. Ergonomics is a science that involves adapting the environment and using techniques to prevent injuries |
| T | F | 14. The computer keyboard is a common example of an output device. |
| T | F | 15. An optical scanner can read printed text. |
| T | F | 16. Random-access memory programs can be stored, changed, and/or retrieved. |
| T | F | 17. The control unit of the computer performs arithmetic calculations such as addition and subtraction. |
| T | F | 18. The main purpose of electronic medical records (EMRs) is to eliminate the need for paper records and filing systems. |
| T | F | 19. Numerical data and statistics on a spreadsheet can be displayed as a graph or chart. |
| T | F | 20. A virus is a protective program that limits the ability of other computer users to access a computer. |
| T | F | 21. Bar codes on patient identification bands are extremely useful for disoriented or unconscious patients. |
| T | F | 22. A file is created when a group of related records within a database are combined. |
| T | F | 23. HIPAA has established requirements to protect the privacy of patient information on computers. |
| T | F | 24. Pharmacists use computers to determine drug interactions. |
| T | F | 25. Automated drug dispensing systems (ADDS) can check for drug compatibility, incorrect dosage, and allergies; record information on a patient's record; and bill the medications to the patient's account. |
| T | F | 26. Nurses can use a portable computer slightly larger than a clipboard to record data at a patient's bedside. |
| T | F | 27. Electrocardiogram computerized interpretation systems provide information on the electrical activity of the brain. |
| T | F | 28. Magnetic resonance imaging uses X-ray radiation to produce body cross-section images. |
| T | F | 29. A major use of the Internet in health care is for organ transplants. |
| T | F | 30. A database uses special software to access a computer's ability to perform high-speed math calculations. |
| T | F | 31. Documents created by word processing software can be edited, corrected, stored for future use, and printed or sent by electronic mail or fax. |
| T | F | 32. Magnetic resonance imaging cannot be used for patients with pacemakers or metal implants. |
| T | F | 33. Computer-aided design systems use artificial intelligence to aid in the detection and diagnosis of disease. |

Test Chapter 12 Computers and Technology in Health Care

- | | | |
|---|---|---|
| T | F | 34. Lasers can be used to reshape the cornea of the eye, remove plaque from arteries, remove decayed areas in teeth, and eliminate wrinkles or blemishes on the skin. |
| T | F | 35. Robotic surgery allows surgeons to operate from a distance, even thousands of miles away from the patient. |
| T | F | 36. Induction loop systems use technology to assist individuals with a visual impairment. |
| T | F | 37. Some infant incubators have computer-controlled photo (light) therapy to treat infants with hepatitis, a yellow discoloration of the skin and eyes. |
| T | F | 38. Information accessed through the Internet is highly reliable because the content is regulated by the government. |

Test Chapter 12 Computers and Technology in Health Care

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|-----------------------------------|------------------------------------|------------------------------|
| access codes | electronic medical record exchange | monitoring |
| brachytherapy | fingerprint | mouse |
| cathode ray tubes | global positioning satellites | optical disks |
| central processing unit | image-guided surgery | optical scanner |
| computer-aided design | information | positron emission tomography |
| computerized-assisted instruction | iris scan | radiation |
| computerized random testing | isotonic therapy | random-access memory |
| computerized tomography | keyboard | read-only memory |
| control unit | laser | research |
| diagnostic | light pen | touch screen |
| echocardiograph | magnetic radiological images | treatment |
| educational | magnetic resonance imaging | ultrasonography |
| electrocardiogram | monitor | |

39. _____

39. Six general areas of health care that use computers include hospital or medical _____ systems, _____ testing, providing care or _____, patient _____, as an _____ tool, and in _____ or statistical analysis of data.
40. _____

40. Name six (6) input devices that can be used to enter data into a computer.
41. _____
41. The therapy that uses radioactive isotopes inside tiny pellets or seeds that are inserted into the patient is _____.
42. _____

42. Identify three (3) methods for maintaining confidentiality and security while using a computer for patient records.
43. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. _____
 H. _____
43. Identify the following abbreviations as they relate to computers:
 A. CPU
 B. CT
 C. EMRX
 D. MRI
 E. RAM
 F. CAD
 G. IGS
 H. PET
44. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
44. Identify the following types of computerized diagnostic or technology tools:
 A. Measures activity of hydrogen atoms within the body to create cross-sectional images of the body
 B. Uses sound waves bouncing back from the body to create a picture of a body part
 C. Uses a computer to direct ultra-high-frequency sound waves through the chest wall to the heart to evaluate cardiac function
 D. Uses precisely focused light beams to create a surgical incision
 E. Uses high-energy particles such as photon beams or isotopes to decrease the size of tumors
 F. Technology used to monitor and track patients with dementia or Alzheimer's disease

Test Chapter 13 Medical Math

Matching: Place the letter(s) of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|----------------|
| _____ 1. The number to be divided | A. Addition |
| _____ 2. A fraction that has been inverted | B. Degrees |
| _____ 3. Combining two or more numbers to find the sum | C. Denominator |
| _____ 4. A statement of equality between two ratios | D. Dividend |
| _____ 5. The bottom number of a fraction | E. Divisor |
| _____ 6. Process of taking a number away from another number to find the difference | F. Estimating |
| _____ 7. A method that can be used to anticipate the results | G. Improper |
| _____ 8. Units that measure the distance between a plane and the line of an angle | H. Numerator |
| _____ 9. Fractions with numerators larger than denominators | I. Proportion |
| _____ 10. The answer obtained in division | J. Quotient |
| | K. Reciprocal |
| | L. Subtraction |

Short Answer: Solve the math problems and print the answer in the space provided.

- | | |
|--|--|
| <p>11. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> | <p>11. Add the following numbers:</p> <p>A. $128 + 4,700 + 25 + 9,215 =$</p> <p>B. $8,849 + 919 + 729,648 + 596 =$</p> <p>C. $\frac{1}{6} + \frac{3}{4} + \frac{1}{2} =$</p> <p>D. $7\frac{3}{10} + 18\frac{4}{5} + 26\frac{5}{8} + 14\frac{3}{4} =$</p> <p>E. $236.3421 + 92.17 + 56.647 =$</p> <p>F. $8.0004 + 0.003 + 461.0247 + 105 =$</p> |
| <p>12. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> | <p>12. Subtract the following numbers:</p> <p>A. $23,431 - 14,652 =$</p> <p>B. $605,002 - 73,594 =$</p> <p>C. $5 - \frac{7}{16} =$</p> <p>D. $146\frac{3}{5} - 97\frac{7}{8} =$</p> <p>E. $92 - 0.289 =$</p> <p>F. $485.782 - 396 =$</p> |
| <p>13. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> | <p>13. Multiply the following numbers:</p> <p>A. $236 \times 4,059 =$</p> <p>B. $863 \times 70,804 =$</p> <p>C. $\frac{7}{12} \times \frac{9}{21} =$</p> <p>D. $5\frac{7}{10} \times 106\frac{9}{15} =$</p> <p>E. $7.27 \times 31.6 =$</p> <p>F. $0.614 \times 0.00568 =$</p> |
| <p>14. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> | <p>14. Divide the following numbers:</p> <p>A. $5,063 \div 21 =$</p> <p>B. $26,325 \div 251 =$</p> <p>C. $9\frac{1}{2} \div 4\frac{3}{8} =$</p> <p>D. $27\frac{1}{2} \div 5\frac{1}{2} =$</p> <p>E. $411.768 \div 16.34 =$</p> <p>F. $5,892 \div 40.82 =$</p> |
| <p>15. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> | <p>15. Solve the following as indicated. (<i>Hint:</i> Complete process inside parentheses first.)</p> <p>A. $125 \div 25 + (154 - 39) =$</p> <p>B. $\frac{5\frac{1}{2} \times \frac{2}{3} - 4\frac{1}{4}}{\frac{1}{4}} =$</p> <p>C. $4.56 (32.901 + 63.2 - 27.9437) =$</p> |

Test Chapter 13 Medical Math

16. _____
A. _____
B. _____
C. _____
16. Calculate the following percentages:
A. 20% of 3,560 =
B. 125% of 865 =
C. 36% of 8,742 =
17. _____
A. _____
B. _____
17. Express the following as a ratio:
A. 25% bleach solution =
B. 80% dextrose solution =
18. _____
A. _____
B. _____
C. _____
D. _____
18. Round off the following numbers as indicated:
A. 5,685 to tens =
B. 62.584 to hundredths =
C. 1,432,892 to thousands =
D. 782.656666 to hundreds =
19. _____
A. _____
B. _____
19. Solve the following proportions:
A. 250 mg: 5 mL = 125 mg: X mL
B. gr $\frac{1}{4}$: 1 tablet = gr $\frac{1}{8}$: X tablets =
20. _____
A. _____
B. _____
20. Convert the following numbers to Roman numerals:
A. 749 =
B. 983 =
21. _____
A. _____
B. _____
21. Convert the following Roman numerals to whole numbers:
A. LXXXVI =
B. CMXCIX =
22. _____
A. _____
B. _____
C. _____
D. _____
22. Convert the following metric units as indicated:
A. 8.45 kilometers to meters =
B. 56.892 centigrams to grams =
C. 45,822 milliliters to hectoliters =
D. 8,485 dekagrams to centigrams =
23. _____
A. _____
B. _____
23. Use the formula $^{\circ}\text{F} = \frac{9}{5}^{\circ}\text{C} + 32$ or $^{\circ}\text{F} = 1.8^{\circ}\text{C} + 32$ to convert the following Celsius temperatures to Fahrenheit:
A. $10^{\circ}\text{C} =$
B. $55.5^{\circ}\text{C} =$
24. _____
A. _____
B. _____
24. Use the formula $^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times \frac{5}{9}$ or $^{\circ}\text{C} = (^{\circ}\text{F} - 32) \times 0.5556$ to convert the following Fahrenheit temperatures to Celsius:
A. $40^{\circ}\text{F} =$
B. $75.2^{\circ}\text{F} =$
25. _____
A. _____
B. _____
25. Convert the following time to military time:
A. 5:36 AM =
B. 8:16 PM =
26. _____
A. _____
B. _____
26. Convert the following military time to standard time:
A. 1145 =
B. 1604 =

Test Chapter 13 Medical Math

- | | |
|-----------|---|
| 27. _____ | 27. A phlebotomist at Southwest Hospital uses an average of 62 green-top blood collection tubes a day. If there are 14 phlebotomists, how many green-top tubes do they use in one week? |
| 28. _____ | 28. A certified biomedical equipment technician (CBET) earns \$27 per hour. She is paid double time for any hours over 40 hours per week. If she works 49 hours in one week, what is her total pay? |
| 29. _____ | 29. A pediatric assistant is helping a new mother calculate how much formula to buy for her infant. The infant drinks 6 ounces (oz) of formula every 4 hours day and night. The formula is in 1-quart (qt) cans. How many cans will the mother need for 8 days? (<i>Hint:</i> 1 qt equals 32 oz.) |
| 30. _____ | 30. A hospital administrator must decrease the staff size by $\frac{1}{2}$ because of budget cuts. If the hospital employs 456 people, how many people must be dismissed? |
| 31. _____ | 31. A cardiac care nurse notes that an intravenous (IV) solution bag is $\frac{2}{5}$ empty. If the patient has absorbed 600 milliliters (mL) of the IV solution, how much solution was in the bag when it was full? |
| 32. _____ | 32. A patient with gastritis is taking an antacid from a 36-ounce (oz) bottle. If he takes $\frac{3}{4}$ oz every other hour beginning at 0600 and ending with the final dose at 2200, how many days would a bottle last? |
| 33. _____ | 33. A respiratory therapist uses a manometer to calculate oxygen usage at 1-minute time intervals. She calculates that the following liters (L) are used: 1.883 L, 1.26351 L, 1.432 L, 1.98 L, and 1.87621 L. How many liters of oxygen were used? |
| 34. _____ | 34. A Red Cross disaster truck uses 0.053 gallons (gal) of gas per mile. During 1 year, the truck was driven 48,552 miles. If the average cost of gas was \$3.449 per gal, how much was spent on gas? (Round off to hundredths.) |
| 35. _____ | 35. A radiologic technician can purchase radiography film at \$74.76 for 24 exposures or \$108.90 for 36 exposures. If both films are of equal quality, which is the better buy? |
| 36. _____ | 36. A child with asthma is given aminophylline. The recommended dosage is 0.6 milligrams (mg) per kilogram (kg) of body weight. If the child weighs 54 pounds (lb), what dosage should she receive? Round off to tenths. (<i>Hint:</i> 1 kg = 2.2 lb.) |
| 37. _____ | 37. A surgical technician is purchasing sterile gloves. The gloves have a list price of \$10.75 per box, but there is a sale with a 20% discount. If a case of 12 boxes is purchased, there is an additional 12% discount off the first net price. What is the net price for three cases of gloves? |
| 38. _____ | 38. A medical assistant checks the electric bills for a medical clinic for a 6-month period. The bills are \$378.34, \$365.97, \$392.91, \$383.26, \$373.44, and \$368.75. To prepare an annual budget for the clinic, what amount should he use as an estimate for the cost of electricity per year? |
| 39. _____ | 39. On Saturday, 36 people were treated in the emergency department. If 24 of the people were children, what was the ratio of children to adults that day? |
| 40. _____ | 40. To dilute blood for a leukocyte (white blood cell) count, 0.5 units of blood is added to 10 units of diluting solution. What is the ratio of blood to diluting solution? |
| 41. _____ | 41. A medical laboratory technician can clean 45 pipettes every hour with an automatic washer. How many can he clean in 15 minutes? |
| 42. _____ | 42. The property tax on a dental clinic is 1 mill or $\frac{1}{10}$ of a cent (\$0.001) for every \$1.00 of appraised value. The dental clinic has an appraised value of \$235,654.00. What is the tax due if the tax rate is 24 $\frac{1}{2}$ mills? |
| 43. _____ | 43. A patient is 1.8288 meters (m) tall. |
| A. _____ | A. What is her height in centimeters (cm)? |
| B. _____ | B. What is her height in feet? (<i>Hint:</i> 1 foot = 0.3048 meters) |

Test Chapter 13 Medical Math

- | | |
|-----------|--|
| 44. _____ | 44. Last week a patient weighed 231 pounds (lb). He now weighs 98.1 kilograms (kg). How many ounces (oz) did he lose? (<i>Hint: 1 lb = 16 oz = 0.454 kg and 1 kg = 2.2 lb.</i>) |
| 45. _____ | 45. A label on snack crackers shows a total of 6,000 milligrams (mg) of fat, including 1.5 grams (g) of saturated fat. What percent of the total fat is saturated fat? |
| 46. _____ | 46. A child receives two teaspoons (tsp) of a penicillin suspension every 6 hours. The label states there are 125 milligrams (mg) of penicillin in 5 milliliters (5 mL). (<i>Hint: 1 tsp = 5 mL</i>) |
| A. _____ | A. How many mL of suspension would he receive in a 24-hour period? |
| B. _____ | B. How many grams (g) of penicillin would he receive in a 24-hour period? |
| 47. _____ | 47. A physician orders 0.05 milligrams (mg) of Levothyroxine for a patient with hypothyroidism. Levothyroxine is available as 0.025 mg per tablet. How many tablets should be given? |
| 48. _____ | 48. A physician orders 40 mg of furosemide oral solution to treat a patient with edema. Furosemide is available as 10 mg per mL. How many mL should be given? |
| 49. _____ | 49. A child weighing 44 pounds is to receive cefadroxil for a urinary tract infection every 12 hours. The recommended dose is 30 milligrams (mg) per kilograms (kg) of weight per day. |
| A. _____ | A. How many mg can the child receive per day? |
| B. _____ | B. How many mg can the child receive per dose? |
| 50. _____ | 50. The recommended dose of kanamycin to treat tuberculosis is 15 mg/kg/day for an intramuscular (IM) injection. A patient weighs 220 pounds and is to receive an IM injection every 12 hours. Kanamycin for injection contains 500 mg per 2 mL. |
| A. _____ | A. How many mg should the patient receive per injection? |
| B. _____ | B. How many mL should the patient receive per injection? |

Test Chapter 14 Promotion of Safety

Matching: Place the letter(s) of the correct type fire extinguisher in Column B in the space next to the statements in Column A.

| | Column A | | | Column B |
|-------|--|--|--|------------|
| _____ | 1. Used on burning gasoline, oil, and paints | | | A. Class A |
| _____ | 2. Used on electrical fires | | | B. Class B |
| _____ | 3. Used on burning paper, cloth, and wood | | | C. Class C |
| _____ | 4. Use on burning liquids and cooking fats | | | D. Class D |
| _____ | 5. Used on burning or combustible metals | | | |
| _____ | 6. Contains carbon dioxide | | | |
| _____ | 7. Contains a dry chemical | | | |
| _____ | 8. Contains pressurized water | | | |
| _____ | 9. Contains halon | | | |
| _____ | 10. Labeled with a diagram and/or a letter | | | |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. Body mechanics is positioning the body so all parts are supported correctly. |
| T | F | 12. Good posture is an essential part of correct body mechanics. |
| T | F | 13. Using correct body mechanics helps prevent injuries to both the patient and the health care worker. |
| T | F | 14. Keep the feet about 10 to 12 inches apart to maintain a broad base of support. |
| T | F | 15. Back muscles should be used for heavy lifting because they are strong muscles. |
| T | F | 16. Whenever possible, push or pull rather than lift. |
| T | F | 17. Always get help if a patient or an object is too heavy. |
| T | F | 18. Bend from the waist and knees to get close to an object. |
| T | F | 19. The National Fire Protection Association's (NFPA) color code alerts users to health, fire, reactivity, or specific hazards of a chemical. |
| T | F | 20. Never operate any equipment until you have been instructed on how to use it. |
| T | F | 21. Some facilities use a lockout tag system for damaged electrical or mechanical equipment. |
| T | F | 22. The third prong on an electric plug is important because it provides the correct flow of electricity. |
| T | F | 23. Read the labels of solution bottles at least two times. |
| T | F | 24. If you spill any solutions, wipe them up immediately. |
| T | F | 25. All solutions used in the laboratory are poisonous. |
| T | F | 26. Never do a procedure if a patient refuses to allow you to do it. |
| T | F | 27. If a particle gets in your eye, immediately flush the eye with water. |
| T | F | 28. Report any unsafe situations or violations of a safe practice immediately to your instructor or immediate supervisor. |
| T | F | 29. The three things needed to start a fire are air, fuel, and oxygen. |
| T | F | 30. Smoke and panic kill more people in fires than the fire itself. |
| T | F | 31. While using a fire extinguisher, hold the extinguisher firmly and stand about 3 to 5 feet away from the fire. |
| T | F | 32. All manufacturers must provide Material Safety Data Sheets (MSDSs) with any hazardous products they sell. |
| T | F | 33. The Centers for Disease Control and Prevention (CDC) established the safety standards for occupational exposure to hazardous chemicals. |
| T | F | 34. The Bloodborne Pathogen Standard protects health care providers from disease caused by exposure to body fluids. |
| T | F | 35. Ergonomics is an applied science used to promote the safety and well-being of a person by adapting the environment and using techniques to prevent injuries. |

Test Chapter 14 Promotion of Safety

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

36. _____ 36. _____ is the way in which the body moves and maintains balance with the most efficient use of all of its parts.
37. _____ 37. List five (5) basic rules of good body mechanics.

38. _____ 38. List five (5) rules or safety standards that must be observed while working with equipment or solutions.

39. _____ 39. Explain three (3) different ways you can identify a patient.

40. _____ 40. List five (5) rules or safety checkpoints that must be followed before a patient/resident is left in a bed.

41. _____ 41. Identify four (4) ways to decrease the environmental hazard of radiation in health care careers.

42. _____ 42. What is the major cause of fires?
43. _____ 43. If a fire starts and your personal safety is endangered, what should you do?
44. _____ 44. Identify three (3) special precautions that must be observed when oxygen is in use.

45. *R* = _____ 45. What does each letter of the acronym *RACE* represent in the steps for responding to a fire?
A = _____
C = _____
E = _____
46. *P* = _____ 46. What does each letter of the acronym *PASS* represent in the steps for using a fire extinguisher.
A = _____
S = _____
S = _____

Test Chapters 15:1–15:2 Understanding the Principles of Infection Control and Bioterrorism

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A. Letters may be used once, more than once, or not at all.

| | Column A | | | Column B |
|-------|---|--|--|------------------|
| _____ | 1. Bacteria that are round or spherical in shape | | | A. Aerobic |
| _____ | 2. Rod-shaped bacteria | | | B. Anaerobic |
| _____ | 3. One-celled animals found in decayed materials and contaminated water | | | C. Antisepsis |
| _____ | 4. Any small living organism not visible to the naked eye | | | D. Asepsis |
| _____ | 5. Parasitic microorganisms found on fleas, lice, ticks, and mites | | | E. Bacilli |
| _____ | 6. Any microorganism that causes infection and disease; a germ | | | F. Cocci |
| _____ | 7. Smallest microorganisms that cannot reproduce unless they are inside another living cell | | | G. Contaminated |
| _____ | 8. Microorganisms that require oxygen | | | H. Disinfection |
| _____ | 9. Absence of disease-producing microorganisms | | | I. Fungi |
| _____ | 10. Process that destroys pathogenic organisms but is not always effective against spores and viruses | | | J. Microorganism |
| _____ | 11. Bacteria that cause diseases such as syphilis and cholera | | | K. Pathogen |
| _____ | 12. Cause diseases such as the common cold, measles, mumps, and hepatitis | | | L. Protozoa |
| | | | | M. Rickettsiae |
| | | | | N. Spirilla |
| | | | | O. Viruses |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | | |
|--|---|---|---|
| | T | F | 13. Many microorganisms are part of the normal flora of the body and are beneficial in maintaining certain body processes. |
| | T | F | 14. A chain of cocci bacteria are staphylococci. |
| | T | F | 15. Flagella are thick-walled capsules formed around some bacteria. |
| | T | F | 16. Protozoa cause diseases such as ringworm and athlete's foot. |
| | T | F | 17. Viruses are difficult to kill because they are resistant to many disinfectants and are usually not affected by antibiotics. |
| | T | F | 18. AIDS is caused by the HBV virus. |
| | T | F | 19. Most microorganisms prefer a cool, dark, and moist environment. |
| | T | F | 20. Under federal law, employers must provide the hepatitis vaccine at no cost to any employee with occupational exposure to blood or other body secretions. |
| | T | F | 21. Pathogens are everywhere, and preventing their transmission is a continuous process. |
| | T | F | 22. Any object or area that may contain pathogens is considered to be contaminated. |
| | T | F | 23. Health care facilities use infection-control programs to prevent and deal with endogenous infections. |
| | T | F | 24. Common fomites include bedpans, urinals, linens, instruments, and specimen containers. |
| | T | F | 25. Body defenses against disease include mucous membranes, cilia, coughing and sneezing, hydrochloric acid in the stomach, tears in the eye, and leukocytes. |
| | T | F | 26. Common aseptic techniques include handwashing, good personal hygiene, and proper cleaning of instruments and equipment. |
| | T | F | 27. Sterilization is a process that destroys all microorganisms but is not always effective against spores and viruses. |
| | T | F | 28. Steam under pressure, gas, radiation, and chemicals can be used to sterilize objects. |
| | T | F | 29. Antiseptics can irritate or damage the skin and are used mainly on objects, not people. |
| | T | F | 30. Some common antiseptics are bleach solution and zephiran. |
| | T | F | 31. Due to the overuse and misuse of antibiotics, some strains of bacteria have become antibiotic resistant. |
| | T | F | 32. <i>H5NI</i> , also called avian or bird flu, was declared a global epidemic. |
| | T | F | 33. Acquired immune deficiency syndrome (AIDS) is an example of an opportunistic infection. |

Test Chapters 15:1–15:2 Understanding the Principles of Infection Control and Bioterrorism

- T F 34. Viruses that infect animals can mutate to infect humans, often with lethal results.
 T F 35. Helminths are multicellular parasitic organisms commonly called worms or flukes.
 T F 36. Only a limited number of microorganisms are considered to be “ideal” for bioterrorism.
 T F 37. Most plans against bioterrorism encourage health care personnel to be vaccinated against smallpox and plague.
 T F 38. Every health care worker must constantly be alert to the threat of bioterrorism.

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

| | | | |
|--------------------|----------------|----------------------|--------------------|
| alcohol | clean | indirect contact | portal of exit |
| allergic | contaminated | infectious agent | process of disease |
| antiseptics | direct contact | microorganism | reservoir |
| asepsis | disinfectants | mode of transmission | sick |
| betadine | droplets | nosocomial | spores |
| bitten | endogenous | opportunistic | sterilizers |
| bleach | exogenous | parasitic | susceptible |
| cells | flagella | pathogenic | toxins |
| chain of infection | immune | portal of entry | zephiran |

39. A. _____
 B. _____
 C. _____
 D. _____
 E. _____
 F. _____
 G. _____
 H. _____
 I. _____
 J. _____
 K. _____
 L. _____
39. In order for disease to occur, certain conditions must be met. First, there must be a/an A. _____ or pathogen. The pathogen must find a B. _____ where it can live. The pathogen must then have a/an C. _____, or way to escape. The pathogen requires a/an D. _____, or way it can be transmitted to another host. The pathogen can be transmitted by person-to-person spread, or E. _____. It can also be transmitted by touching F. _____ equipment, breathing in G. _____, or being H. _____ by an insect carrying the pathogen, all examples of I. _____. For transmission to be complete, the pathogen must have a/an J. _____, or way to enter a new host. This host must be a/an K. _____ host or person likely to get an infection or disease. These factors are commonly called the L. _____.
40. _____
40. A/an _____ microorganism cannot live outside the cells of another living organism.
41. A. _____
 B. _____
41. Bacilli bacteria have the ability to form thick-walled capsules called A. _____ when conditions for growth are poor. Many bacilli contain threadlike projections similar to a tail called B. _____ that allow the organism to move.
42. A. _____
 B. _____
 C. _____
42. Pathogens can cause infection and disease in different ways. Some pathogens produce poisons called A. _____ that harm the body. Some pathogens cause a/an B. _____ reaction in the body, resulting in a runny nose, watery eyes, and sneezing. Other pathogens attack and destroy the living C. _____ they invade.
43. A. _____
 B. _____
 C. _____
43. Substances that prevent or inhibit the growth of pathogenic organisms but are not effective against spores and viruses are called A. _____. Common examples include B. _____ and C. _____.

Test Chapters 15:1–15:2 Understanding the Principles of Infection Control and Bioterrorism

44. _____ 44. Infections acquired by an individual in a health care facility such as a hospital are called _____ infections.
45. Use the following list of microorganisms to identify the described organisms.
- | | |
|------------------------------|-----------------|
| <i>Bacillus anthracis</i> | Monkeypox |
| <i>Clostridium botulinum</i> | plague |
| coronavirus | smallpox |
| Ebola | tularemia |
| H1N1 | West Nile virus |
| H5N1 | |
45. A. _____ A. Caused a major outbreak in the American Southwest when infected prairie dogs contaminated food with fecal material
- B. _____ B. A virus that causes hemorrhagic fever
- C. _____ C. The virus that causes avian, or bird flu
- D. _____ D. A mosquito-borne flavivirus that first infected birds but now infects humans
- E. _____ E. The spores of this bacteria cause an infectious disease and have been used in bioterrorism attacks
- F. _____ F. A nerve toxin produced by this bacteria causes a paralytic illness
- G. _____ G. Virus that causes what is commonly called swine flu

Test Chapters 15:3–15:4 Standard Precautions

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|---|-------------------------|
| _____ | 1. Method followed to prevent the spread of germs | A. AIDS |
| _____ | 2. Disease-producing organism: a germ | B. Alcohol |
| _____ | 3. Virus that causes AIDS | C. Aseptic technique |
| _____ | 4. Disease for which an employer must provide a vaccine to employees with exposure to blood and body fluids | D. Autoclave bag |
| _____ | 5. Puncture-resistant box for used needles, razor blades, and surgical blades | E. Biohazardous bag |
| _____ | 6. Recommendations that must be followed if contact with blood or body fluid is likely | F. 10% bleach solution |
| _____ | 7. Item(s) that should be worn if splashing of blood, body fluids, secretions, or excretions is likely | G. Cap or hat |
| _____ | 8. Item(s) that should be used while providing mouth-to-mouth resuscitation | H. Gown |
| _____ | 9. Disinfectant solution that can be used to wipe up spills of blood or body fluid | I. HBV |
| _____ | 10. Containers for infectious waste such as contaminated dressings or gloves | J. Hepatitis |
| | | K. HIV |
| | | L. Mask and eyewear |
| | | M. Microorganism |
| | | N. Mouthpiece |
| | | O. Pathogen |
| | | P. Sharps container |
| | | Q. Standard precautions |
| | | R. Sterilization |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Handwashing should be performed before and after every patient contact and immediately after gloves are removed. |
| T | F | 12. Hot water should be used for handwashing because it destroys pathogens. |
| T | F | 13. The fingers should be pointed in an upward direction when the hands are washed. |
| T | F | 14. Pathogens travel faster through a dry towel. |
| T | F | 15. Soap is used for handwashing because it kills pathogens. |
| T | F | 16. Nails harbor dirt and must be cleaned when hands are washed. |
| T | F | 17. To clean the nails, use the pointed end of the orange stick because it removes dirt better. |
| T | F | 18. Antiseptic handwashing uses plain soap and water. |
| T | F | 19. Waterless handwashing with antiseptic hand rubs is recommended if the hands are not visibly dirty or are not soiled with blood or body fluids. |
| T | F | 20. Most health care facilities prohibit artificial nails. |
| T | F | 21. Most waterless hand cleaning products contain bleach for antiseptics and a moisturizer to prevent drying of the skin. |
| T | F | 22. After two to three cleanings with a waterless hand cleaner, the hands should be washed with soap and water. |
| T | F | 23. Extreme care must be taken when an area, an object, or a person is contaminated with blood, body fluids, secretions, or excretions. |
| T | F | 24. The National Institutes of Health published Bloodborne Pathogen Standards. |
| T | F | 25. Under standard precautions, blood, body fluids, secretions, and excretions of all patients are considered to be potentially infectious. |
| T | F | 26. Gloves should be worn whenever contact with blood and body fluids, mucous membranes, or nonintact skin is possible. |
| T | F | 27. Gloves may be reused if they are properly disinfected. |
| T | F | 28. Standard precautions must be followed at all times by all health care workers. |
| T | F | 29. Federal law requires health care facilities to provide personal protective equipment (PPE) such as gloves, gowns, masks, and face shields in appropriate sizes and in accessible locations. |
| T | F | 30. Used needles should be bent or broken prior to disposal to prevent anyone else from using them. |

Test Chapters 15:3–15:4 Standard Precautions

- | | | |
|---|---|--|
| T | F | 31. For large spills of blood or body fluids, an absorbent powder may be used to soak up the fluid. |
| T | F | 32. Any cut or injury, needlestick, or splashing of blood or body fluid should be reported immediately. |
| T | F | 33. No eating, drinking, applying cosmetics or lip balm, or handling contact lenses is permitted in any area that can be potentially contaminated by blood or other body fluids. |
| T | F | 34. The Needlestick Safety and Prevention Act requires employers to develop a written exposure control plan to minimize or eliminate employee exposure to bloodborne pathogens. |
| T | F | 35. Masks must be changed every 30 minutes or any time they become moist or wet. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---------------------|---------------------|----------------------|
| above | emptied | nail file |
| autoclaved | feeding | orange/cuticle stick |
| back or top | fingers | outside |
| bedmaking | inside | palm |
| between the fingers | inside out | reused |
| blood tests | invasive procedures | right side out |
| cuff | melted | under |
| disinfected | nail brush | venipuncture |

- | | |
|--|---|
| 36. _____ _____ | 36. Name two (2) items that can be used to clean the nails during the handwashing process. |
| 37. _____ _____ | 37. Name three (3) surfaces on the hands that must be cleaned during handwashing. |
| 38. _____ _____ | 38. Name three (3) procedures where gloves must be worn at all times. |
| 39. A. _____ B. _____ | 39. Sharps containers must not be A. _____ or B. _____. |
| 40. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ | 40. To remove contaminated gloves, use one gloved hand to grasp the A. _____ of the opposite glove, handling only the B. _____ of the glove. Pull the glove down and turn it C. _____ while removing it. Using the ungloved hand, place the fingers D. _____ the cuff of the glove on the opposite hand. Touch only the E. _____ of the glove while pulling the glove down and F. _____ to remove it. |

Short Answer: In the space provided, print the word or words that best complete the statement or answer the question.

41. What is the most important method used to practice aseptic technique?

Test Chapters 15:5–15:7 Methods of Infection Control

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|--|--------------------|
| _____ | 1. Aseptic method that destroys pathogens but does not kill spores and viruses | A. Antiseptic |
| _____ | 2. Equipment using steam under pressure | B. Autoclave |
| _____ | 3. Device used to ensure that an article has been sterilized in an autoclave | C. Bleach |
| _____ | 4. Method of sterilization used for powders or instruments that corrode | D. Cavitation |
| _____ | 5. Device that can be used for autoclaving in a home environment | E. Chemical |
| _____ | 6. Solution that can be used to remove oil from items to be sterilized | F. Contamination |
| _____ | 7. Solutions used for disinfection | G. Disinfection |
| _____ | 8. Aseptic method that destroys all microorganisms, including spores and viruses | H. Dry heat |
| _____ | 9. Equipment using sound waves | I. Ether |
| _____ | 10. Bubbles strike article and explode | J. Indicator |
| | | K. Isolation |
| | | L. Pressure cooker |
| | | M. Sterilization |
| | | N. Ultrasonic |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 11. An autoclave is the most efficient method of sterilizing most articles because it kills spores and viruses. |
| T | F | 12. Articles must be cleaned thoroughly before any method of infection control is used. |
| T | F | 13. Items that are to remain sterile must be wrapped before they are autoclaved. |
| T | F | 14. Autoclave indicators are always placed on the outside of the package when articles are sterilized. |
| T | F | 15. Basins and jars should be placed in the autoclave with the top facing down so steam can enter. |
| T | F | 16. An autoclave usually uses a temperature of 250°F to 255°F and 5 pounds of pressure to sterilize instruments. |
| T | F | 17. If an item to be autoclaved is contaminated with a body fluid such as saliva or mucus, gloves must be worn while the item is cleaned prior to autoclaving. |
| T | F | 18. Usually, items remain sterile for 60 days after autoclaving. |
| T | F | 19. Dry heat sterilization is used for instruments that rust. |
| T | F | 20. A temperature of at least 212°F is required for dry heat sterilization. |
| T | F | 21. Chemicals are used to disinfect instruments that do not penetrate body tissue. |
| T | F | 22. To activate the chemical, instruments should be moistened with water before being placed in a chemical disinfectant. |
| T | F | 23. Antirust tablets can be added to chemicals. |
| T | F | 24. Antirust tablets can reduce the effectiveness of some chemical disinfectants. |
| T | F | 25. Instruments should be closed when placed in chemicals. |
| T | F | 26. Chemical solutions should not be used more than one time. |
| T | F | 27. When beakers filled with solution are used in an ultrasonic unit, it is not necessary to put a solution in the main tank. |
| T | F | 28. All ultrasonic solutions are toxic and can cause skin irritation. |
| T | F | 29. Ultrasonic beakers etched with a white opaque coating must be discarded and replaced. |
| T | F | 30. Gold, silver, and pearl jewelry can be cleaned in an ultrasonic unit. |

Test Chapters 15:5–15:7 Methods of Infection Control

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

after every use
 airtight
 autoclave
 bacteria
 benzalkonium (zephiran)
 capsules
 chemical disinfection
 contamination occurs
 diagonal fold
 distilled water
 dust-proof

dry heat
 ether
 fanfold
 formaldehyde-alcohol
 gas
 Lysol
 manufacturer's instructions
 marks on bags
 microorganisms
 muslin
 normal saline

perforated lid
 2 percent phenolic
 sound waves
 spores
 steam under pressure
 sterile water
 suction lid
 tape
 tight-fitting lid
 triangular fold
 viruses

- | | |
|---|--|
| 31. A. _____ B. _____ | 31. An autoclave uses A. _____ or B. _____ to sterilize equipment and supplies. |
| 32. _____ _____ _____ | 32. List three (3) different types of autoclave indicators. |
| 33. A. _____ B. _____ C. _____ D. _____ E. _____ | 33. What is the best method to sterilize or disinfect the following items: A. Thermometer B. Antibiotic powder C. Surgical instrument D. Percussion hammer E. Linen towel |
| 34. _____ _____ _____ _____ | 34. Name four (4) examples of chemical solutions. |
| 35. _____ _____ | 35. List two (2) times chemical solutions should be changed or discarded. |
| 36. _____ | 36. While instruments are in a chemical solution, a/an _____ should be placed on the container. |
| 37. _____ | 37. After instruments have been disinfected by chemicals, they should be stored in _____ drawers or cabinets. |
| 38. _____ _____ | 38. Name two (2) types of pathogens that may not be killed by chemical disinfectants. |
| 39. _____ | 39. An ultrasonic unit uses _____ to clean a variety of instruments and articles. |
| 40. _____ | 40. How should linen be folded when it is wrapped for the autoclave? |

Test Chapter 15:8 Using Sterile Techniques

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Sterile means free from all organisms except spores and viruses. |
| T | F | 2. Contaminated means organisms are present on the articles. |
| T | F | 3. A clean and dry working area is required while working with sterile supplies. |
| T | F | 4. Sterile articles must be held away from and in front of the body above the waist. |
| T | F | 5. Never reach across the top of a sterile field. |
| T | F | 6. A 1-inch border around the edge of a sterile field is considered to be contaminated. |
| T | F | 7. The drop technique is a good method to use for basins and linen. |
| T | F | 8. Transfer forceps are used to transfer small sterile items. |
| T | F | 9. While using sterile transfer forceps, point them in an upward direction at all times. |
| T | F | 10. Care must be taken not to touch the sides or rim of the forceps container while removing or inserting the forceps. |
| T | F | 11. If a sterile towel gets wet, it is contaminated and should not be used. |
| T | F | 12. Sterile gloves are considered to be contaminated on the inside prior to use. |
| T | F | 13. To open a sterile package, hold the package with the tab or sealed edge pointing away. |
| T | F | 14. To don the first sterile glove, insert your hand under the cuff of the glove. |
| T | F | 15. Tape should be applied so it runs opposite the body movement. |
| T | F | 16. Sterile gloves should be worn while removing soiled dressings. |
| T | F | 17. While cleaning an incision site, do not clean directly over the wound unless there is a great deal of drainage. |
| T | F | 18. Once a sterile tray has been prepared, never let it out of your sight. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|---|
| 19. _____ _____ _____ | 19. Name the three (3) most common transfer techniques for sterile supplies. |
| 20. _____ _____ _____ | 20. List three (3) points that should be checked before any wrapped sterile article is opened. |
| 21. _____ | 21. What should you do if you suspect an article is no longer sterile? |
| 22. _____ _____ | 22. Which dressings should be placed on a sterile field first? Why? |
| 23. _____ _____ _____ | 23. List three (3) points that should be checked on the incision site or wound while a sterile dressing is changed. |
| 24. _____ | 24. Briefly describe the motion that should be used while a wound or an incision site is cleansed during a dressing change. |
| 25. _____ | 25. Write a sample of correct charting or recording after a sterile dressing has been changed on a patient's appendectomy incision. |

Test Chapter 15:9 Maintaining Transmission-Based Isolation Precautions

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Reverse isolation is a method or technique of caring for patients with communicable disease. |
| T | F | 2. The Centers for Disease Control and Prevention established guidelines for communicable disease control. |
| T | F | 3. The type of isolation used depends on the organism involved, the way it is transmitted, and whether the pathogen is antibiotic-resistant. |
| T | F | 4. Four main classifications of precautions for isolation include standard, airborne, droplet, and contact. |
| T | F | 5. Standard precautions are required in all types of isolation. |
| T | F | 6. An N-95, P-100, or high-efficiency particulate air (HEPA) mask must be worn when airborne precautions are in effect. |
| T | F | 7. A man with facial hair such as a beard must use a HEPA mask that is one size larger to allow for a tight seal around the beard. |
| T | F | 8. Droplet precautions are used for patients with measles, chicken pox, and tuberculosis. |
| T | F | 9. Contact precautions are used for patients with wound infections caused by multidrug-resistant organisms. |
| T | F | 10. Contact precautions require that the air in a patient's room be discharged to the outside or filtered before being circulated to other areas. |
| T | F | 11. Contaminated refers to items that contain pathogens. |
| T | F | 12. The waist and neck ties of the gown and the mask ties are considered to be clean. |
| T | F | 13. Sterile gowns are frequently worn in protective isolation. |
| T | F | 14. A watch should not be taken into an isolation room because it cannot be disinfected. |
| T | F | 15. To enter isolation requiring a gown, mask, and gloves, start by putting on gloves. |
| T | F | 16. Almost all gloves worn in isolation are disposable. |
| T | F | 17. A mask is considered to be contaminated after 15 minutes in isolation or anytime it becomes wet. |
| T | F | 18. A double-bag technique is used to remove items from isolation. |
| T | F | 19. All equipment used in an isolation unit should be cleaned thoroughly before it is transferred out of the unit. |
| T | F | 20. If a patient with contact precautions isolation must be transported out of the room, the patient must wear a mask. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 21. _____ _____ | 21. List two (2) reasons why transmission-based isolation precautions are used. |
| 22. _____ _____ | 22. List two (2) ways communicable diseases are spread. |
| 23. _____ _____ | 23. Identify two (2) examples of patients who require reverse isolation. |
| 24. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ | 24. Classify the following items as either clean or contaminated: A. Outside of gloves B. Inside of gown C. Ties of mask D. Front of mask E. Neck ties of gown F. Pencil in isolation unit G. Waist ties of gown |
| 25. _____ | 25. What is the difference between an epidemic and a pandemic? |

Test Chapter 16 Vital Signs

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | | | Column B |
|-------|---|--|--|---------------------|
| _____ | 1. Measurement of balance between heat lost and heat produced | | | A. Apical |
| _____ | 2. Constant state of fluid balance | | | B. Apnea |
| _____ | 3. Instrument used to record temperature | | | C. Bradycardia |
| _____ | 4. Pulse rate under 60 beats per minute | | | D. Diastolic |
| _____ | 5. Describes pulse as regular or irregular | | | E. Dyspnea |
| _____ | 6. Describes strength of pulse | | | F. Homeostasis |
| _____ | 7. Difficult or labored breathing | | | G. Pulse deficit |
| _____ | 8. Pulse count taken by listening to heart with a stethoscope | | | H. Rhythm |
| _____ | 9. Difference between apical pulse and radial pulse | | | I. Sphygmomanometer |
| _____ | 10. Constant pressure in walls of arteries | | | J. Stethoscope |
| _____ | 11. Instrument to measure blood pressure | | | K. Systolic |
| _____ | 12. Instrument to hear internal sounds | | | L. Tachycardia |
| | | | | M. Temperature |
| | | | | N. Thermometer |
| | | | | O. Volume |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | | |
|--|---|---|--|
| | T | F | 13. The four main vital signs are temperature, pulse, respiration, and apical pulse. |
| | T | F | 14. The degree of pain is often regarded as the fifth vital sign. |
| | T | F | 15. An oral temperature is the most accurate method for determining body temperature. |
| | T | F | 16. Starvation, illness, and infection cause an increase in body temperature. |
| | T | F | 17. A groin temperature is taken in the armpit. |
| | T | F | 18. An electronic thermometer is left in place for three minutes. |
| | T | F | 19. Body temperature is higher in the evening. |
| | T | F | 20. An aural temperature measures the thermal infrared energy radiating from blood vessels in the tympanic membrane. |
| | T | F | 21. Hyperthermia is a low body temperature, below 95°F measured rectally. |
| | T | F | 22. Pyrexia is another term for <i>fever</i> . |
| | T | F | 23. When a patient has smoked a cigarette, wait at least ten minutes before taking an oral temperature. |
| | T | F | 24. A tympanic temperature is measured by the temporal artery in the forehead. |
| | T | F | 25. If a clinical thermometer containing mercury breaks, the mercury can evaporate and create a toxic vapor that can harm both humans and the environment. |
| | T | F | 26. Pulse is the pressure of the blood pushing against the walls of a vein as the heart beats and rests. |
| | T | F | 27. Exercise and excitement increase the pulse rate. |
| | T | F | 28. An arrhythmia is an irregular or abnormal pulse rhythm, usually caused by defective heart valves. |
| | T | F | 29. Respirations above 25 per minute in adults are orthopnea. |
| | T | F | 30. Words such as <i>deep</i> and <i>shallow</i> describe rhythm of respirations. |
| | T | F | 31. Rales are periods of apnea followed by periods of dyspnea. |
| | T | F | 32. The patient must be unaware that respirations are being counted. |
| | T | F | 33. The graphic chart presents a visual diagram of variations in a patient's vital signs. |
| | T | F | 34. An apical pulse is usually taken on infants and children because they have a very rapid pulse rate. |
| | T | F | 35. Each lubb-dupp sound counts as one heartbeat. |
| | T | F | 36. Heart sounds are caused by the closing of the heart valves. |
| | T | F | 37. Exercise and eating cause a decrease in blood pressure. |
| | T | F | 38. Blood pressure is measured in millimeters of mercury. |
| | T | F | 39. A change in sound is noted as the diastolic pressure in adults. |
| | T | F | 40. If a blood pressure measures 110/86, the pulse pressure is 24. |

Test Chapter 16 Vital Signs

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

| | | | | | |
|-------------|-------------|---------|----------------|------------------|--------------------|
| 96.6 | 3–5 minutes | 60–100 | aneroid | expiration | rate |
| 97.6 | 5–7 minutes | 60–80 | apical | femoral | regular |
| 98.6 | 10 minutes | 70–100 | brachial | inspiration | rhythm |
| 99.6 | 20 minutes | 80–110 | carotid | irregular | shallow |
| 100.6 | 12–20 | 90–140 | character | mercury | systolic |
| 1–2 minutes | 14–18 | 100–120 | deep | popliteal | temporal |
| 1–3 minutes | 16–30 | 100–140 | diastolic | posterior tibial | until unit signals |
| 2–5 minutes | 30–50 | 100–160 | dorsalis pedis | radial | volume |

- | | |
|---|--|
| <p>41. A. _____ B. _____ C. _____ D. _____</p> <p>42. A. _____ B. _____ C. _____ D. _____</p> <p>43. _____</p> <p>44. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____</p> <p>45. A. _____ B. _____ C. _____</p> <p>46. _____ _____</p> <p>47. _____</p> <p>48. A. _____ B. _____ C. _____</p> <p>49. _____</p> <p>50. A. _____ B. _____</p> <p>51. _____</p> <p>52. _____</p> | <p>41. List the normal temperatures for the following sites: A. Oral ____ B. Rectal ____ C. Axillary ____ D. Groin ____</p> <p>42. How long should a clinical thermometer be left in the following sites? A. Oral ____ B. Rectal ____ C. Axillary ____ D. Groin ____</p> <p>43. How long should an electronic thermometer be left in position for the most accurate measurement of temperature?</p> <p>44. Name the following arterial pulse sites: A. Inner aspect of forearm D. Side of the neck B. Top of foot arch E. Inner aspect of wrist C. Side of forehead F. Inner aspect of upper thigh</p> <p>45. What is the normal range for pulse rate in each of the following? A. Adults ____ B. Children over 7 ____ C. Infants ____</p> <p>46. List the three (3) factors that should be noted about every pulse.</p> <p>47. One respiration consists of one _____ and one _____.</p> <p>48. What is the normal rate for respirations in each of the following? A. Adults ____ B. Children ____ C. Infants ____</p> <p>49. List two (2) words that could be used to describe character of respirations.</p> <p>50. What is the normal range for each measurement of blood pressure? A. Diastolic _____ B. Systolic _____</p> <p>51. What are two (2) types of sphygmomanometers?</p> <p>52. The first sound heard while measuring blood pressure is noted as the _____ pressure</p> |
|---|--|

Short Answer: In the space provided, print the word or words that best answer the question or solve the problem.

- | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|----------------------|---------------------|----------------------|----|----|-----|--|----|----|----|--|----|-----|-----|--|
| <p>53. _____</p> <p>54. A. _____ B. _____ C. _____</p> <p>55. A. _____ B. _____</p> | <p>53. Record the following blood pressure: diastolic 68, systolic 96.</p> <p>54. Calculate the pulse deficit for each of the following recordings:</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;"><u>Radial Pulse</u></td> <td style="text-align: center;"><u>Apical Pulse</u></td> <td style="text-align: center;"><u>Pulse Deficit</u></td> </tr> <tr> <td>A.</td> <td style="text-align: center;">98</td> <td style="text-align: center;">110</td> <td></td> </tr> <tr> <td>B.</td> <td style="text-align: center;">86</td> <td style="text-align: center;">86</td> <td></td> </tr> <tr> <td>C.</td> <td style="text-align: center;">128</td> <td style="text-align: center;">164</td> <td></td> </tr> </table> <p>55. Use the formulas given to solve the problems. A. $F = (C \times \frac{9}{5}, \text{ or } 1.8) + 32$ Convert 26°C to Fahrenheit B. $C = (F - 32) \times \frac{5}{9}, \text{ or } 0.5556$ Convert 105°F to Celsius</p> | | <u>Radial Pulse</u> | <u>Apical Pulse</u> | <u>Pulse Deficit</u> | A. | 98 | 110 | | B. | 86 | 86 | | C. | 128 | 164 | |
| | <u>Radial Pulse</u> | <u>Apical Pulse</u> | <u>Pulse Deficit</u> | | | | | | | | | | | | | | |
| A. | 98 | 110 | | | | | | | | | | | | | | | |
| B. | 86 | 86 | | | | | | | | | | | | | | | |
| C. | 128 | 164 | | | | | | | | | | | | | | | |

Test Chapter 17 First Aid

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|--|--------------------|
| _____ | 1. Excessive loss of blood | A. Abrasion |
| _____ | 2. Condition that can occur with any injury or illness | B. Amputation |
| _____ | 3. Excessive or profuse perspiration | C. Bandage |
| _____ | 4. Wound in which skin is scraped off | D. Burn |
| _____ | 5. Tearing of tissues by excessive force resulting in a wound with jagged, irregular edges | E. Convulsion |
| _____ | 6. Tissue is separated from body | F. Diaphoresis |
| _____ | 7. Injury caused by heat or radiation | G. Dressing |
| _____ | 8. Muscle spasms caused by exposure to heat | H. Fracture |
| _____ | 9. Medical emergency caused by prolonged exposure to high temperatures | I. Frostbite |
| _____ | 10. Freezing of tissue fluids | J. Heat cramp |
| _____ | 11. Low body temperature caused by prolonged exposure to the cold | K. Heat exhaustion |
| _____ | 12. Break in a bone | L. Heat stroke |
| _____ | 13. Overstretching of a muscle | M. Hemorrhage |
| _____ | 14. Strong involuntary contraction of muscles, a seizure | N. Hyperthermia |
| _____ | 15. Sterile covering placed over a wound | O. Hypothermia |
| | | P. Incision |
| | | Q. Laceration |
| | | R. Shock |
| | | S. Sprain |
| | | T. Strain |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 16. First aid should provide full and complete treatment. |
| T | F | 17. Always avoid unnecessary movement of the victim. |
| T | F | 18. Do not make a diagnosis or discuss the victim's condition with observers at the scene of an accident. |
| T | F | 19. Shock can lead to death even though the victim's injuries may not be fatal. |
| T | F | 20. Most shock victims have a weak and slow pulse. |
| T | F | 21. A shock victim must not be permitted to sit up. |
| T | F | 22. It is important to keep a shock victim covered with blankets or coats to keep the victim very warm. |
| T | F | 23. A puncture wound has an increased chance for infection and tetanus. |
| T | F | 24. Pressure can be applied to the brachial artery to stop severe bleeding in the leg. |
| T | F | 25. If possible, use a protective barrier such as gloves or plastic wrap while controlling bleeding. |
| T | F | 26. The first step when treating a conscious poisoning victim is to give the victim milk or water to dilute the poison. |
| T | F | 27. If a poison victim vomits, save a sample of the vomited material. |
| T | F | 28. A blister, or vesicle, usually forms on a superficial burn. |
| T | F | 29. Submerge the burned area in cold water for full-thickness burns. |
| T | F | 30. Body temperature can be 105°F or higher in heat exhaustion. |
| T | F | 31. Rub or massage an area with frostbite to warm the area. |
| T | F | 32. Treat dislocations the same way fractures are treated. |
| T | F | 33. Make no attempt to remove an object embedded in the eye. |
| T | F | 34. Use dressings and gentle pressure to stop the flow of cerebrospinal fluid draining from the nose or ears. |
| T | F | 35. Insulin shock occurs when there is too much insulin in the blood and an insufficient amount of sugar, or glucose. |
| T | F | 36. Clinical death occurs four to six minutes after biological death. |
| T | F | 37. To open the airway, put one hand on the forehead and the finger tips of the other hand under the fleshy part of the jaw. |
| T | F | 38. The airway is opened to prevent the tongue from falling back and blocking the air passage. |

Test Chapter 17 First Aid

- | | | |
|---|---|--|
| T | F | 39. Check the radial pulse for at least five to ten seconds to determine if the heart is beating before doing chest compressions. |
| T | F | 40. Incorrect hand placement could break off the xiphoid process during CPR. |
| T | F | 41. Anytime a shock is administered with an AED, it is essential to make sure no one is touching the victim. |
| T | F | 42. In two-person CPR for an adult, one breath is given after each five compressions. |
| T | F | 43. Adults are given compressions at the rate of at least 100 per minute. |
| T | F | 44. To give infants compressions, place two fingers on the lower half of the sternum just below an imaginary line drawn between the nipples. |
| T | F | 45. To do abdominal thrusts, place the thumb side of the fist above the navel at the tip of the xiphoid process. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---------------------------------------|---------------------|-----------------------------------|
| 60–100 | check the scene | lying flat |
| 80–100 | circulation | metabolic |
| 100 | conscious victim | mouth |
| 5:1 | convulsing victim | mouth and nose |
| 15:2 | defibrillation | nose |
| 30:2 | dehydration | open the airway |
| abdominal thrusts | diaphoresis | pressure bandage |
| administer five compressions | direct pressure | pressure point pressure |
| administer 30 compressions | drowning victim | prioritizing treatment |
| airtight | elevate | pulse rapid and weak |
| airway | elevation | pulse slow and weak |
| anaphylactic | encourage coughing | reposition head |
| ankles | excessive thirst | respirations rapid and shallow |
| anxiety and restlessness | figure eight | respirations slow and shallow |
| attempt to ventilate | five back blows | sitting |
| backward | five chest thrusts | spiral |
| breathing | forward | sweep the mouth |
| burns on lips/mouth | give one breath | sweep the mouth if object is seen |
| call emergency medical services (EMS) | give two breaths | tickle back of victim’s throat |
| care for the victim | head | unconscious 10-year-old child |
| check brachial pulse | high blood pressure | unconscious victim |
| check carotid pulse | injured | uninjured |
| check for breathing | knees | warm salt water |
| check for consciousness and breathing | low blood pressure | |
| check the mouth | lower | |

- | | | |
|--------------|---|--|
| 46. _____ | 46. What is triage? | |
| 47. _____ | 47. What do the CABDs of CPR stand for? | |
| _____ | | |
| _____ | | |
| 48. A. _____ | 48. List the steps of CPR for a one-person adult victim. | |
| B. _____ | Make sure the steps are in correct order. | |
| C. _____ | | |
| D. _____ | | |
| E. _____ | | |
| F. _____ | | |
| G. _____ | | |
| 49. _____ | 49. Shout for help and start CPR before calling EMS for a/an _____. | |

Test Chapter 17 First Aid

50. A. _____
B. _____
C. _____
50. For infant CPR, breaths of air are given by using a barrier device to cover the infant's A._____. Give compressions at the rate of at least B._____ per minute with a ratio of C._____ compressions to respirations.
51. _____
51. What treatment should be given to an adult victim with an obstructed airway, who is conscious but unable to cough, talk, or breathe?
52. A. _____
B. _____
C. _____
D. _____
E. _____
52. If an infant is choking, kneel or sit with the infant on your lap. Give A._____ followed by B._____. Continue the cycle until EMS arrives or the infant becomes unresponsive. If the infant becomes unresponsive, C._____ and D._____. Then perform CPR following the normal procedure for an infant except E._____ every time you are ready to give breaths.
53. A. _____
B. _____
C. _____
D. _____
53. Identify the initial steps that should be followed after determining that an emergency exists and a victim or victims need help. Put the steps in correct order.
54. _____

54. List six (6) symptoms of shock.
55. _____
55. What type of shock is caused by a hypersensitive, or allergic, reaction?
56. A. _____
B. _____
C. _____
D. _____
56. List the four (4) main methods for controlling severe bleeding in the order in which they should be used.
57. _____

57. List two (2) ways to induce vomiting in a conscious poisoning victim.
58. _____

58. Identify three (3) types of poisoning victims for whom vomiting should not be induced.
59. A. _____
B. _____
C. _____
59. If a victim has a sucking chest wound, a/an A._____ dressing must be placed over the wound. Position the victim on the B._____ side and C._____ the head and chest slightly.
60. A. _____
B. _____
60. To treat a nosebleed, position the victim in a/an A._____ position with the head leaning slightly B._____.
61. A. _____
B. _____
61. To treat a victim with abdominal injuries, position the victim in a A._____ position. Place a pillow or rolled blanket under the B._____.
62. _____
62. What is the name of the bandage wrap used for ankles and wrists?

Test Chapter 18 Preparing for the World of Work

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|--------------------------|
| _____ 1. Record of information about an individual | A. Application form |
| _____ 2. Also called a cover letter | B. Budget |
| _____ 3. Used by employers to collect specific information | C. Deductions |
| _____ 4. Allows employer to evaluate you in person | D. FICA |
| _____ 5. Total amount of money earned for hours worked | E. Fixed expense |
| _____ 6. Take-home pay | F. Gross income |
| _____ 7. Amounts taken out of a salary for taxes | G. Job interview |
| _____ 8. Items such as rent and car payments | H. Letter of application |
| _____ 9. Items such as entertainment and clothes | I. Net expense |
| _____ 10. Itemized list of living expenses | J. Net income |
| | K. Résumé |
| | L. Variable expense |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 11. Externships and internships are unpaid work experiences that allow you to experience actual work situations. |
| T | F | 12. A cover letter should state that a résumé will be furnished upon request. |
| T | F | 13. Résumés should be concise and pertinent. |
| T | F | 14. The form and style of résumés can vary from person to person. |
| T | F | 15. Information on age, marital status, height, and weight is not legally required prior to employment. |
| T | F | 16. To list work history on a résumé or an application, start with your first employment and continue to your present employment. |
| T | F | 17. Always have an individual's permission before using that individual for a reference on an application. |
| T | F | 18. Incorrect information on a résumé can cost you a job. |
| T | F | 19. Some job application forms require that the form be completed in the person's handwriting. |
| T | F | 20. It is important to fill in every item on a job application. |
| T | F | 21. A social security card is an example of a "wallet card." |
| T | F | 22. Unless the application states otherwise, it is best to computer print an application or print handwritten information in black ink. |
| T | F | 23. Before a job interview, try to obtain information about the position and the agency offering the job. |
| T | F | 24. Females should avoid wearing bright nail polish to job interviews. |
| T | F | 25. For a job interview, dresses or skirts are preferred for females. |
| T | F | 26. Always allow the interviewer to take the lead during a job interview. |
| T | F | 27. After a job interview, send an e-mail, a thank-you note, or a letter to the employer. |
| T | F | 28. Savings should be a part of every budget. |
| T | F | 29. At times, it may be necessary to limit spending in fixed expenses to balance a budget. |
| T | F | 30. Following a budget is one way to prevent financial problems and avoid excessive debts. |
| T | F | 31. It is best to create a professional e-mail account using your name when submitting cover letters and résumés electronically. |
| T | F | 32. When resigning from a job, you should always give notice with a minimum of one week. |
| T | F | 33. Always be positive about your reasons for leaving when resigning and emphasize how your current position has benefitted you. |
| T | F | 34. If you are fired, ask your employer if a letter of resignation would be accepted instead of being fired. |
| T | F | 35. Information that you have posted on a social media site, such as Facebook or Myspace, can influence whether or not an employer hires you. |

Test Chapter 18 Preparing for the World of Work

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | | | | | | | | | |
|---|---|-------------------------|-------------------------|---------------------------|------------------------|-----------------------|----------------------|------------------------------|------------------------------|
| <p>36. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> | <p>36. Briefly describe the contents that should be included in each of the following paragraphs in a letter of application:</p> <p>A. Paragraph 1</p> <p>B. Paragraph 2</p> <p>C. Paragraph 3</p> <p>D. Paragraph 4</p> | | | | | | | | |
| <p>37. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> | <p>37. Identify the section or part of a résumé in which the following information should be included:</p> <p>A. Name, address, telephone number</p> <p>B. Courses or subjects studied in school</p> <p>C. Position for which you are applying</p> <p>D. Membership in clubs or organizations</p> <p>E. List of jobs you have had</p> | | | | | | | | |
| <p>38. _____</p> | <p>38. Should a high school student include references on a résumé? Why or why not?</p> | | | | | | | | |
| <p>39. _____</p> | <p>39. If a space is marked “office use” on a job application, what should you write in that space?</p> | | | | | | | | |
| <p>40. A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> | <p>40. It is best to arrive A. _____ early for a job interview. It is best to dress B. _____. During the interview, maintain C. _____ contact with the employer and avoid D. _____ former employers. Always E. _____ the employer for the interview as you leave.</p> | | | | | | | | |
| <p>41. _____</p> | <p>41. Calculate the amount of money you will be able to use for living expenses each week in the following situation.</p> <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">Wage of \$9.50 per hour</td> <td style="width: 50%;">Work 40 hours per week</td> </tr> <tr> <td>Federal tax of 14 percent</td> <td>State tax of 3 percent</td> </tr> <tr> <td>City tax of 2 percent</td> <td>FICA of 7.65 percent</td> </tr> <tr> <td>United Appeal of \$2 per pay</td> <td>Insurance of \$32.60 per pay</td> </tr> </table> | Wage of \$9.50 per hour | Work 40 hours per week | Federal tax of 14 percent | State tax of 3 percent | City tax of 2 percent | FICA of 7.65 percent | United Appeal of \$2 per pay | Insurance of \$32.60 per pay |
| Wage of \$9.50 per hour | Work 40 hours per week | | | | | | | | |
| Federal tax of 14 percent | State tax of 3 percent | | | | | | | | |
| City tax of 2 percent | FICA of 7.65 percent | | | | | | | | |
| United Appeal of \$2 per pay | Insurance of \$32.60 per pay | | | | | | | | |
| <p>42. A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> | <p>42. Identify the following expenses as either fixed or variable expenses:</p> <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 50%;">A. Car insurance</td> <td style="width: 50%;">D. Purchase of uniforms</td> </tr> <tr> <td>B. Payment for cable TV</td> <td>E. Savings</td> </tr> <tr> <td>C. Gasoline for car</td> <td>F. Apartment rent</td> </tr> </table> | A. Car insurance | D. Purchase of uniforms | B. Payment for cable TV | E. Savings | C. Gasoline for car | F. Apartment rent | | |
| A. Car insurance | D. Purchase of uniforms | | | | | | | | |
| B. Payment for cable TV | E. Savings | | | | | | | | |
| C. Gasoline for car | F. Apartment rent | | | | | | | | |

Short Answer: In the space provided, print the answer to the question.

- | | |
|---|---|
| <p>43. A. _____</p> <p>B. _____</p> <p>C. _____</p> | <p>43. Briefly answer the following job interview questions:</p> <p>A. Why do you want to work here?</p> <p>B. What are your weak points?</p> <p>C. Do you plan to get married in the next several years?</p> |
| <p>44. _____</p> <p>_____</p> <p>_____</p> | <p>44. Identify three (3) job-keeping skills for which you believe you are competent. Give a concrete example for why you feel competent.</p> |
| <p>45. _____</p> <p>_____</p> | <p>45. Identify two (2) job-keeping skills that you need to improve. Give a concrete example of how you intend to become more proficient at each skill.</p> |

Test Chapters 19:1–19:5 Identifying and Charting the Teeth

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|-----------------|
| _____ 1. Tip of the root of a tooth | A. Apex |
| _____ 2. Tissue that covers the outside of the crown | B. Bicuspid |
| _____ 3. Soft tissue in the center of the tooth made of nerves and blood vessels | C. Buccal |
| _____ 4. Structures that surround and support the teeth | D. Cementum |
| _____ 5. Teeth in front and center of the mouth | E. Crown |
| _____ 6. Longest teeth in the mouth | F. Cuspids |
| _____ 7. Largest and strongest teeth | G. Dentin |
| _____ 8. Teeth located in the upper dental arch | H. Distal |
| _____ 9. Part of the tooth visible in the mouth | I. Enamel |
| _____ 10. Section of the tooth below the gums | J. Gingiva |
| _____ 11. Correct term for the gums | K. Incisal |
| _____ 12. Facial surface of anterior teeth | L. Incisors |
| _____ 13. Chewing surface of posterior teeth | M. Labial |
| _____ 14. Crown surface next to the tongue | N. Lingual |
| _____ 15. Side surface away from the midline | O. Mandibular |
| | P. Maxillary |
| | Q. Medial |
| | R. Molars |
| | S. Occlusal |
| | T. Periodontium |
| | U. Pulp |
| | V. Root |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 16. The cervix of a tooth contains an opening called the apical foramen through which nerves and blood vessels enter the tooth. |
| T | F | 17. Cementum is a hard, bonelike tissue that covers the outside of the root. |
| T | F | 18. Enamel is the hardest tissue in the body. |
| T | F | 19. The alveolar process acts as a shock absorber and prevents the tooth from rubbing against the bone. |
| T | F | 20. The supporting structures and tissues of the teeth are meant to last a lifetime. |
| T | F | 21. The bicuspid are also called canines and eyeteeth. |
| T | F | 22. Bicuspid and molars are used to grind food. |
| T | F | 23. There are 24 primary, or deciduous, teeth. |
| T | F | 24. There are no cuspids in the primary dentition. |
| T | F | 25. There are 32 permanent, or succedaneous, teeth. |
| T | F | 26. The Universal/National Numbering System is an abbreviated form of identifying teeth. |
| T | F | 27. In the Universal/National Numbering System, primary teeth are identified by letters A through T; permanent teeth, by numbers 1 through 32. |
| T | F | 28. To use the Universal/National Numbering System, start numbering permanent teeth at the maxillary left third molar. |
| T | F | 29. The Federation Dentaire International (FDI) System uses a two-digit code that identifies the quadrant and the tooth. |
| T | F | 30. In the FDI System, the permanent, or succedaneous, teeth are labeled 1 through 8 starting with the third molar in each quadrant. |
| T | F | 31. The maxillary right central incisor is an anterior tooth. |
| T | F | 32. The mandibular right cuspid is a posterior tooth. |
| T | F | 33. Colored pencils are sometimes used to chart conditions of teeth. |
| T | F | 34. Forms, symbols, and abbreviations for charting conditions of teeth can vary from office to office. |
| T | F | 35. Dental charts are legal records and must be complete, neat, and correct. |
| T | F | 36. The presence of carious lesions is noted on both the anatomic or geometric diagram and the treatment/services sections of a dental chart. |
| T | F | 37. The abbreviation <i>AM</i> or <i>Amal.</i> stands for anterior restoration. |
| T | F | 38. The abbreviation <i>Cr</i> or <i>CR</i> stands for clinical examination. |
| T | F | 39. The abbreviation <i>FMXR</i> stands for full-mouth series of radiographs. |
| T | F | 40. The abbreviation <i>RCT</i> or <i>ENDO</i> stands for prophylaxis or cleaning of the teeth. |

Test Chapters 19:1–19:5 Identifying and Charting the Teeth

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

41. A. _____
B. _____
C. _____
D. _____
41. Using the Universal/National Numbering System for identifying the teeth, give the correct code for the following primary or deciduous teeth:
A. Maxillary right central incisor C. Mandibular right 1st molar
B. Mandibular left cuspid D. Maxillary left lateral incisor
42. A. _____
B. _____
C. _____
D. _____
42. Using the Universal/National Numbering System for identifying the teeth, give the correct name for each of the following primary, or deciduous, teeth:
A. J C. C
B. P D. L
43. A. _____
B. _____
C. _____
D. _____
43. Using the Universal/National Numbering System for identifying the teeth, give the correct code for each of the following permanent, or succedaneous, teeth:
A. Maxillary right lateral incisor C. Mandibular left 1st bicuspid
B. Maxillary left 3rd molar D. Mandibular right cuspid
44. A. _____
B. _____
C. _____
D. _____
44. Using the Universal/National Numbering System for identifying the teeth, give the correct name for each of the following permanent, or succedaneous, teeth:
A. 2 C. 10
B. 19 D. 25
45. A. _____
B. _____
C. _____
D. _____
45. Using the Federation Dentaire International System (FDI) for identifying the teeth, give the correct code for each of the following primary, or deciduous, teeth:
A. Maxillary left lateral incisor C. Mandibular left cuspid
B. Mandibular right 2nd molar D. Maxillary right 1st molar
46. A. _____
B. _____
C. _____
D. _____
46. Using the FDI System for identifying the teeth, give the correct name for each of the following primary, or deciduous, teeth:
A. 51 C. 63
B. 72 D. 84
47. A. _____
B. _____
C. _____
D. _____
47. Using the FDI System for identifying the teeth, give the correct code for each of the following permanent, or succedaneous, teeth:
A. Maxillary right 2nd bicuspid C. Maxillary left cuspid
B. Mandibular left 3rd molar D. Mandibular right central incisor
48. A. _____
B. _____
C. _____
D. _____
48. Using the FDI System for identifying the teeth, give the correct name for each of the following permanent, or succedaneous, teeth:
A. 27 C. 34
B. 12 D. 46
49. A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
49. Write the correct name for the line angles formed by the following surfaces. Be sure they are in correct order and spelled correctly.
A. Incisal and lingual D. Occlusal and buccal
B. Mesial and labial E. Distal and occlusal
C. Incisal and distal F. Lingual and mesial
50. A. _____
B. _____
C. _____
D. _____
50. Write the correct name for the point angles formed by the following surfaces. Be sure they are in correct order and spelled correctly.
A. Labial, mesial, and incisal C. Lingual, incisal, and mesial
B. Occlusal, buccal, and distal D. Distal, occlusal, and lingual

Test Chapters 19:6 and 19:8

Operating and Maintaining Dental Equipment and Positioning a Patient in a Dental Chair

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|---|---------------------------------|
| _____ 1. Used to illuminate the mouth, or oral cavity | A. Air compressor |
| _____ 2. Provides air pressure to operate handpieces | B. Chair |
| _____ 3. Uses water to provide the dental units with a suction action | C. Contra-angle |
| _____ 4. Provides low-volume suction to remove saliva from the mouth | D. Cuspidor |
| _____ 5. Used for dental caries removal and fine finishing work | E. Dental light |
| _____ 6. Burs that contain a groove at the end | F. Dimmer switch |
| _____ 7. Holds polishing cup, disks, and brushes that are used to clean the teeth | G. Forward-backward |
| _____ 8. Used to position the patient in a supine, or lying down, position | H. Friction-grip |
| _____ 9. Switch used to change the intensity of the dental light | I. High-speed handpiece |
| _____ 10. Switch used to raise back of chair and lower chair to its lowest position | J. High velocity oral evacuator |
| | K. Latch type |
| | L. Lock control |
| | M. Low-speed handpiece |
| | N. On-off switch |
| | O. Oral evacuation system |
| | P. Prophylaxis angle |
| | Q. Reset button |
| | R. Saliva ejector |
| | S. Tri-flow syringe |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Standard precautions must be observed at all times while operating and maintaining dental equipment. |
| T | F | 12. Plastic wrap or aluminum foil can be used to cover the handles and switches on the dental light to form a protective barrier. |
| T | F | 13. The light is positioned 30 to 50 inches from the oral cavity. |
| T | F | 14. Most dental chairs have narrow headrests to provide greater support to the patient's head. |
| T | F | 15. The chair reclines to position the patient in a semisitting position. |
| T | F | 16. Some air compressor units are sealed and require no lubrication. |
| T | F | 17. If the pressure gauge on the air compressor goes above 100 pounds, turn the unit off and notify the doctor. |
| T | F | 18. The air compressor contains a solids collector trap that should be emptied every day. |
| T | F | 19. The tri-flow syringe provides air, water, or a combination of air and water for a variety of dental procedures. |
| T | F | 20. Gauze saturated with 70 percent alcohol is used to clean tri-flow syringe tips. |
| T | F | 21. The saliva ejector tips are disposable and must be changed between each patient's procedure. |
| T | F | 22. Gloves, a gown, a mask, and protective eyewear must be worn at all times while operating the saliva ejector. |
| T | F | 23. Most dental carts have a rheostat to operate the handpieces. |
| T | F | 24. A contra-angle or prophylaxis angle can be placed on a high-speed handpiece. |
| T | F | 25. Instruments called burs are inserted into the contra-angle. |
| T | F | 26. Both high-speed and low-speed handpieces require lubrication. |
| T | F | 27. Handpieces and tubing should be wiped with a disinfectant at least once daily. |
| T | F | 28. Burs are rotary instruments used to cut, shape, finish, and polish teeth, restorations, and dental appliances. |
| T | F | 29. Only friction grip burs can be used in a high-speed handpiece. |
| T | F | 30. Always read specific manufacturer's instructions before operating any dental equipment. |

Test Chapters 19:6 and 19:8 Operating and Maintaining Dental Equipment and Positioning a Patient in a Dental Chair

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

0 pounds
100 pounds
120 pounds
alcohol
all-purpose oil
brush
closed
disinfect all parts touched
faucet or valve
high-speed handpiece
high-velocity oral evacuator
locked
low-speed handpiece
lubricate all moving parts
lying down

mild soap solution
normal saline
oil reservoir
open
paper side
plastic side
quickly
remove
saliva ejector
semisitting
silicone lubricant
slowly
tri-flow syringe
unlocked
upholstery cleaner

31. _____

31. List two (2) types of care or maintenance for the dental light.

32. _____

32. List two (2) solutions that can be used to clean the dental chair.

33. _____

33. What side of the drape should be facing up when it is placed on the patient?

34. A. _____
B. _____

34. To drain accumulated water from the air compressor, check the pressure gauge to be sure it is at A. _____ and then open the B. _____.

35. A. _____
B. _____
C. _____

35. To clean the slide valve on the high-velocity oral evacuator, A. _____ it from the evacuator, scrub it with a B. _____, and put C. _____ on it to prevent sticking.

36. _____

36. List three (3) different types of handpieces usually found on an assistant's cart.

37. _____

37. The contra-angle handpiece should be kept _____ when an attachment or head is not in place.

38. A. _____
B. _____
C. _____

38. Always check the dental chair to be sure it is A. _____ before seating a patient in the chair. Recline the chair B. _____ until the patient is in a C. _____ position.

Test Chapter 19:7 Identifying Dental Instruments and Preparing Dental Trays

Matching: Place the letter of the correct instrument in Column B in the space next to the description of the instrument in Column A.

| Column A | Column B |
|--|----------------------|
| _____ 1. Used to view areas of the oral cavity | A. Amalgam carrier |
| _____ 2. Used to remove calculus (tartar) from teeth | B. Burnisher |
| _____ 3. Used to carry amalgam to prepared cavity | C. Cleoid-Discoid |
| _____ 4. Used to pack amalgam into cavity | D. Condenser-plugger |
| _____ 5. Used to shape freshly placed amalgam | E. Explorer |
| _____ 6. Used to carry objects to and from mouth | F. Hollenback carver |
| _____ 7. Used to examine teeth and detect carious lesions | G. Lancet |
| _____ 8. Has two cutting ends, one claw-shaped and one disc-shaped | H. Matrix band |
| _____ 9. Forms wall around a cavity | I. Mirror |
| _____ 10. Used to remove teeth from mouth | J. Plastic composite |
| _____ 11. Used to remove soft decay from cavity | K. Plastic filling |
| _____ 12. Used to loosen tooth out of its socket | L. Pliers |
| _____ 13. Used to incise tissue | M. Root elevator |
| _____ 14. Set of instruments used with composite | N. Root-tip pick |
| _____ 15. Used to adapt gold restorations or polish other metals | O. Scaler |
| | P. Spoon |
| | Q. Surgical forcep |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 16. Preset trays are used in some dental offices. |
| T | F | 17. The shank is the handle of an instrument. |
| T | F | 18. The blade is the working end of a condensing instrument. |
| T | F | 19. Instruments are arranged in order of use when placed on a tray. |
| T | F | 20. Examples of excavators include hoes and hatchets. |
| T | F | 21. Plastic matrix strips are used with composite restorative material. |
| T | F | 22. Placing extra instruments and supplies on a tray increases efficiency because all of the items are available for use. |
| T | F | 23. An amalgam restorative tray is usually prepared for anterior restorations. |
| T | F | 24. A prophylactic tray is used for examining and cleaning teeth. |
| T | F | 25. A periosteal elevator is used to measure the depth of the space between the tooth and the free gingiva. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|---|
| 26. _____ | 26. What does "color-coded" refer to when setting up dental trays? |
| 27. _____ | 27. After an instrument on a tray has been used, where should it be placed? |
| 28. _____ | 28. What is the function of a matrix retainer? |
| 29. _____ _____ _____ | 29. Name three (3) instruments or supplies placed on almost all trays. |
| 30. _____ _____ _____ | 30. Name three (3) items that are usually kept on the dental cart. |

Test Chapter 19:9 Demonstrating Brushing and Flossing Techniques

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Correct brushing and flossing is a method of prophylactic care. |
| T | F | 2. Plaque is a thin, tenacious, filmlike deposit that adheres to the teeth and can lead to decay. |
| T | F | 3. Plaque contains microorganisms and carbohydrates. |
| T | F | 4. Usually a hard-bristled brush is recommended because it removes plaque more efficiently. |
| T | F | 5. Toothbrushes should be replaced every two months. |
| T | F | 6. Toothpastes, or dentrifices, are used to clean the teeth, and they provide a pleasant taste. |
| T | F | 7. Dental floss scrapes plaque and bacteria from the teeth. |
| T | F | 8. Waxed floss is the best type to use because it is easily inserted between the teeth. |
| T | F | 9. The brush should be placed at a 25° angle at the gumline. |
| T | F | 10. After the brush is placed at the correct angle, it should be rotated slightly to get the bristles between the teeth. |
| T | F | 11. A very short up-and-down vibrating movement should be used to brush the teeth. |
| T | F | 12. Mechanical toothbrushes are powdered by electricity and/or batteries. |
| T | F | 13. About 30 to 42 inches of floss should be used to clean the teeth. |
| T | F | 14. Snap the floss to get it in between the teeth to the gumline. |
| T | F | 15. After the floss is in place, scrape it up and down against the side of the tooth. |
| T | F | 16. The floss should remain anchored on the index fingers during the entire flossing process. |
| T | F | 17. Dental floss is available in different colors and flavors. |
| T | F | 18. <i>Halitosis</i> is another term for <i>dental decay</i> . |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|--|
| 19. _____ _____ | 19. List three (3) purposes for using correct brushing and flossing techniques. |
| 20. A. _____ B. _____ | 20. Recommended brushing techniques will depend on the preference of the A._____. A common technique is the B._____ method. |
| 21. _____ _____ _____ | 21. List four (4) surfaces that must be cleaned on every tooth. |
| 22. _____ | 22. Which surfaces are not cleaned by brushing but are cleaned by flossing? |
| 23. _____ | 23. The American Dental Association supports the use of _____ in toothpaste as an aid in preventing decay. |
| 24. _____ | 24. What type of toothpaste helps prevent hard deposits from accumulating on the teeth? |
| 25. _____ | 25. What type of toothpaste helps remove stains from the teeth? |
| 26. _____ | 26. After brushing and flossing techniques have been demonstrated to a patient, what is a good method of determining whether the patient understands the main points of the demonstration? |
| 27. _____ | 27. What should the patient do if bleeding or soreness occurs every time he or she flosses? |

Test Chapters 19:10–19:11 Impressions, Models, and Custom Trays

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. An impression is a positive reproduction of teeth or a dental arch. |
| T | F | 2. A model serves as a basis for construction of dentures, partials, or other prosthetics for the mouth. |
| T | F | 3. Alginate is easily removed from tissues and instruments. |
| T | F | 4. Alginate is a good impression material for use in cavity preparations that require fine detail. |
| T | F | 5. Stone is a weaker gypsum product and is used mainly when strength is not a critical factor. |
| T | F | 6. The use of warm water when mixing plaster will provide the greatest amount of working time. |
| T | F | 7. To mix alginate, place the correct amount of alginate in the bowl and then add the correct amount of water. |
| T | F | 8. Use a stropping action to mix alginate. |
| T | F | 9. To take an impression from a denture, push the molars into the impression material first. |
| T | F | 10. A heavy-bodied rubber base, or polysulfide material, should be used for a syringe. |
| T | F | 11. To measure rubber base, first dispense a line of base material. |
| T | F | 12. Mixing should be complete in 45 to 60 seconds when rubber base, or polysulfide material, is mixed. |
| T | F | 13. Always sift the powder into the correct amount of water when preparing stone or plaster for a model. |
| T | F | 14. Setting time for models is usually one to three hours. |
| T | F | 15. A wet model is easier to trim and less likely to break. |
| T | F | 16. Safety glasses must always be worn while a model trimmer is being used. |
| T | F | 17. Acrylic resins produce a stronger custom tray. |
| T | F | 18. A custom tray is an impression tray made to fit a particular patient's mouth. |
| T | F | 19. Waxed-lined disposable cups and tongue blades are used to mix custom tray material. |
| T | F | 20. A custom tray should cure for one to two hours before being used. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|---|
| 21. _____ _____ | 21. List two (2) disadvantages of alginate as an impression material. |
| 22. _____ | 22. List an advantage of rubber base, or polysulfide, over alginate as an impression material. |
| 23. _____ _____ | 23. List two (2) advantages of silicone (polysiloxane or polyvinylsiloxane) impression material. |
| 24. _____ | 24. What is the name of the special mixing device used to mix silicone impression materials? |
| 25. _____ | 25. Why should impression and model materials be stored in a cool, dry place? |
| 26. _____ | 26. What is the best way to dry an impression before a model is poured? |
| 27. _____ _____ | 27. Describe two (2) ways to avoid or eliminate air bubbles while preparing a stone or plaster model. |
| 28. _____ _____ _____ | 28. List four (4) items of personal protective equipment (PPE) that must be worn while taking impressions and pouring models. |

Test Chapter 19:12 Maintaining and Loading an Anesthetic Aspirating Syringe

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Topical anesthetics are applied to the mucous membrane to reduce pain caused by an injection. |
| T | F | 2. A block injection occurs when anesthetic is injected near a main nerve trunk. |
| T | F | 3. Block injections are usually used for maxillary teeth. |
| T | F | 4. Epinephrine is a vasoconstrictor that increases the size of blood vessels. |
| T | F | 5. Carpules are glass cartridges that contain a premeasured amount of anesthetic solution. |
| T | F | 6. The rubber plunger on a carpule should be about 1/4 inch above the top of the carpule. |
| T | F | 7. Small bubbles are normal in anesthetic carpules. |
| T | F | 8. To disinfect anesthetic carpules, soak them in an alcohol solution for 30 minutes prior to use. |
| T | F | 9. Seventy percent ethyl alcohol or 91 percent isopropyl alcohol can be used to disinfect the anesthetic carpule. |
| T | F | 10. The aspirating syringe should be taken apart after each use. |
| T | F | 11. Parts on an aspirating syringe can be replaced if they are defective. |
| T | F | 12. The aspirating syringe should be sterilized in an autoclave after each use. |
| T | F | 13. While inserting a carpule into an aspirating syringe, drop the aluminum cap end into position first. |
| T | F | 14. To avoid contamination, the cover should always be left on the needle until the doctor is ready to use the syringe. |
| T | F | 15. Prior to the injection, a few drops of anesthetic should be expelled from the needle to make sure the needle is open. |
| T | F | 16. All air bubbles should be expelled from the carpule prior to injection of the anesthetic. |
| T | F | 17. Gloves must be worn while a used anesthetic aspirating syringe is being cleaned. |
| T | F | 18. After a disposable needle has been used, it should be bent or broken before it is discarded. |
| T | F | 19. In some states, a dental assistant is allowed to inject the dental anesthesia. |
| T | F | 20. Standard precautions must be followed at all times when working with an anesthetic syringe. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|---|
| 21. _____ | 21. What is the main local anesthetic medication used for dental anesthesia? |
| 22. _____ | 22. Why is epinephrine added to a dental anesthetic? |
| 23. A. _____ B. _____ C. _____ | 23. It is important to review a patient's health history because epinephrine can be dangerous for patients who have A. _____, B. _____, or C. _____. |
| 24. A. _____ B. _____ C. _____ | 24. What has happened to the carpule in each of the following situations? A. Solution yellow or straw-colored B. Plunger extruded with a large bubble C. Plunger extruded with no air bubble |
| 25. _____ _____ | 25. What is aspiration? Why is it done when a dental anesthetic is injected? |
| 26. _____ _____ | 26. Identify two (2) advantages to a computer-controlled local anesthetic system, or wand. |

Test Chapter 19:14 Preparing Restorative Materials— Amalgam and Composite

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Dental caries, or decay, is a disease process that attacks the soft tissues of a tooth. |
| T | F | 2. Restoration is the process of replacing a diseased portion of a tooth by artificial means. |
| T | F | 3. Examples of restoratives include filling materials, crowns, bridges, dentures, and implants. |
| T | F | 4. An alloy is a mixture of metals. |
| T | F | 5. Mercury is a metal that is a liquid at room temperature. |
| T | F | 6. Mercury can evaporate and float freely in the air. |
| T | F | 7. Mercury is toxic and can be absorbed into the body through inhalation or skin pores. |
| T | F | 8. Scrap amalgam must be covered with alcohol and stored in a tightly sealed, unbreakable jar. |
| T | F | 9. Condensation is the mixing process used to form amalgam. |
| T | F | 10. Amalgam is the restorative material used mainly in anterior teeth. |
| T | F | 11. After amalgam is placed in the tooth, it must be packed and then carved to correct occlusion and tooth contour. |
| T | F | 12. The American Dental Association encourages the use of disposable capsules containing premeasured amounts of amalgam powder and mercury because they form a stronger amalgam mix. |
| T | F | 13. Composite can withstand chemical actions caused by mouth fluids. |
| T | F | 14. Some types of composite harden when mixed, but other types do not harden until they are exposed to a curing light. |
| T | F | 15. Resin, a bonding agent, is used to help roughen the surface before composite is placed in the tooth. |
| T | F | 16. To mix composite, use two portions of universal paste for every portion of catalyst paste. |
| T | F | 17. Plastic instruments should be used with composite to prevent discoloration of the mix. |
| T | F | 18. After a composite restoration is complete, the patient should be told to return to the office the next day so the restoration can be polished. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------|--|
| 19. _____ | 19. Identify the metal or metals (silver, tin, copper, zinc) in amalgam alloy that have the following functions: |
| A. _____ | A. Provides high strength and low flow |
| B. _____ | B. Slows setting time |
| C. _____ | C. Removes oxides and other impurities |
| D. _____ | D. Stabilizes the other metals |
| E. _____ | E. Provides silver color |
| F. _____ | F. Reduces expansion and slows setting time |
| 20. _____ | 20. Identify three (3) potential sources of a mercury vapor. |
| _____ | |
| _____ | |
| 21. _____ | 21. What is the purpose of etching prior to placement of a composite restoration? |
| 22. _____ | 22. How can the doctor and assistant protect their eyes while using the curing light for composite? |
| 23. _____ | 23. How can the patient's eyes be protected when a curing light is used for composite? |
| 24. _____ | 24. List four (4) items of personal protective equipment that must be worn while assisting with amalgam or composite restorative procedures. |
| _____ | |
| _____ | |
| _____ | |

Test Chapter 19:15 Developing and Mounting Dental Radiographs (X-rays)

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Dental X-rays, or radiographs, are similar to the negatives when photographs are taken. |
| T | F | 2. Radiopaque structures allow the X-rays to penetrate, or pass through. |
| T | F | 3. Radiopaque structures appear light or white on the radiograph. |
| T | F | 4. Examples of radiolucent areas are the pulp and carious lesions. |
| T | F | 5. Bite-wing radiographs are called cavity-detecting radiographs. |
| T | F | 6. Bite-wing radiographs show a root end infection or abscess. |
| T | F | 7. Sixteen periapical films are taken for a full-mouth series of radiographs. |
| T | F | 8. Periapical radiographs are used to detect interproximal decay. |
| T | F | 9. Both bite-wings and periapicals are taken with pedodontic (child) films. |
| T | F | 10. Occlusal films are used to view the lingual surfaces of teeth. |
| T | F | 11. A panoramic film shows the entire dental arch on one film. |
| T | F | 12. Dental film contains a film emulsion with a layer of mercury suspended in a gelatin. |
| T | F | 13. Fingerprints and marks can damage the film. |
| T | F | 14. Developing solution is a chemical mixture that is acidic in nature. |
| T | F | 15. The developer and fixing solutions must be mixed according to the manufacturer's instructions. |
| T | F | 16. Film should be immersed in developing solution with a vigorous agitation action to cover all parts of the film with developer. |
| T | F | 17. The fixing solution stops the developing process. |
| T | F | 18. Film is usually left in the fix twice as long as it was in the developer. |
| T | F | 19. Films should be rinsed at least 30 minutes after they have been developed and fixed. |
| T | F | 20. Developing and fixing solutions must be replaced if they are diluted, outdated, or causing poor-quality images on the film |
| T | F | 21. Developing and fixing solutions are toxic to the skin and eyes. |
| T | F | 22. Developing and fixing solutions must be checked every hour for temperature, amount, cleanliness, and quality. |
| T | F | 23. Film should be mounted while it is wet so it will stay in the mount. |
| T | F | 24. All dimples must be in the same direction before radiographs are mounted. |
| T | F | 25. If all dimples on radiographic film are concave, you are on the facial surface. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 26. _____ | 26. What is the correct temperature for the developer, fix, and water? |
| 27. _____ | 27. Why must dental films be developed in a dark room? |
| 28. A. _____ B. _____ C. _____ D. _____ E. _____ | 28. Maxillary films often have a hazy view, which is the A._____. Maxillary central incisors are B._____ than mandibular central incisors. The C._____ are the longest teeth in the mouth. Maxillary molars have D._____ roots, and mandibular molars have E._____ roots. |
| 29. _____ | 29. What is the purpose of the lead foil in the packet of dental film? |
| 30. _____ _____ | 30. Identify two (2) advantages to digital dental radiographs. |

Test Chapter 20:1 Operating the Microscope

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Monocular microscopes have two eyepieces. |
| T | F | 2. An epifluorescence microscope is used to detect antibodies and specific organisms through use of a fluorescent dye stain. |
| T | F | 3. A compound bright-field microscope is used to view extremely small objects such as cell organelles and viruses. |
| T | F | 4. The base is the long back stem of the microscope. |
| T | F | 5. The eyepiece and objectives should be cleaned with a paper towel. |
| T | F | 6. The eyepiece and objectives magnify the object being viewed. |
| T | F | 7. Some low power objectives have zoom lenses to vary the magnification from 10x to 20x. |
| T | F | 8. An oil-immersion objective usually has a magnification power of 40x or 45x. |
| T | F | 9. Oil concentrates the light on an oil-immersion objective. |
| T | F | 10. The fine adjustment is used to bring the slide into rough focus. |
| T | F | 11. To increase the amount of light, move the light closer to the stage. |
| T | F | 12. The arm of the microscope connects the eyepiece with the objectives. |
| T | F | 13. A high-power objective magnifies an object ten times. |
| T | F | 14. Slide clips are used to hold the slide in place on the stage. |
| T | F | 15. To view small specimens, use a low-power objective and less light. |
| T | F | 16. To place a cover slip on a slide, hold the cover slip directly over the specimen and drop it straight down. |
| T | F | 17. Look through the eyepiece while lowering the body tube. |
| T | F | 18. A slide should be covered with oil while using oil immersion. |
| T | F | 19. A microscope should always be covered when it is not in use. |
| T | F | 20. Dirt and dust can damage the delicate glass of the eyepiece and objectives. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 21. A. _____ B. _____ C. _____ D. _____ | 21. What is the total magnification with the following eyepieces and objectives? A. Eyepiece 10x, Objective 10x B. Eyepiece 5x, Objective 20x C. Eyepiece 20x, Objective 40x D. Eyepiece 20x, Objective 4x |
| 22. _____ | 22. How do you regulate the amount of light that enters the microscope through the bottom of the stage? |
| 23. A. _____ B. _____ C. _____ D. _____ | 23. To use an oil-immersion objective, place a/an A. _____ of immersion oil on the B. _____. Carefully rotate the C. _____ into the drop of oil. Take care so the oil does not come in contact with any other D. _____. |
| 24. _____ | 24. When you are looking through the eyepiece, what happens to the image when you move the slide to the right? |
| 25. A. _____ B. _____ C. _____ D. _____ | 25. When you are done using a microscope, clean the eyepieces and lenses with A. _____. Use the coarse adjustment to move the objective so it is in its B. _____ position. Turn off C. _____. Place the D. _____ on the microscope. |

Test Chapter 20:2 Obtaining and Handling Cultures

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Culture specimens are obtained to identify the causative agent of a disease. |
| T | F | 2. An agar plate provides nourishment and moisture for an organism. |
| T | F | 3. When an organism is resistant to an antibiotic disk, the antibiotic works against the organism and cures the disease. |
| T | F | 4. A slide is fixed so organisms will not wash off when staining solutions are applied. |
| T | F | 5. Gram's iodine will stain the gram-negative organisms. |
| T | F | 6. Gentian violet will stain gram-positive organisms purple. |
| T | F | 7. Safranin is left on the slide for approximately 15 to 30 seconds. |
| T | F | 8. Ethyl alcohol or acetone-alcohol is left on the slide approximately 1 minute. |
| T | F | 9. To obtain a culture specimen, use a gentle rotating motion to cover the tip of the sterile applicator with the specimen. |
| T | F | 10. To streak an agar plate, go over the entire plate twice to make sure all areas are covered with the culture. |
| T | F | 11. When an agar plate is opened, the lid should be placed on the counter with the inside of the lid facing down. |
| T | F | 12. A culture and sensitivity is done to determine which medications should be given to the patient. |
| T | F | 13. An incubator provides darkness, coldness, and moisture to help the culture grow on an agar plate. |
| T | F | 14. An agar plate should be placed in an incubator for 48 to 72 hours. |
| T | F | 15. An inoculating loop is heated prior to use because a cold loop would damage organisms present on the agar plate. |
| T | F | 16. Gloves must always be worn to obtain and handle a culture specimen. |
| T | F | 17. Normal saline is placed on a slide before a culture is transferred from an agar plate to the slide. |
| T | F | 18. A laboratory technologist notes both the shape and color of an organism to identify the type of organism present. |
| T | F | 19. Rapid identification test kits have been developed for many common viral infections, such as streptococcus. |
| T | F | 20. Most rapid identification tests require that a positive and negative control test be conducted at the same time as the patient's test. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|---|
| 21. _____ | 21. Why is a sterile applicator swab used to obtain a culture specimen? |
| 22. _____ | 22. Why is it important to allow a slide to air-dry before fixing it? |
| 23. _____ | 23. Why is it important not to get the slide too hot during the fixing process? |
| 24. _____ _____ _____ | 24. Name the four (4) solutions used for a Gram stain in their order of use. |
| 25. _____ _____ _____ _____ | 25. List five (5) facts that must be recorded on the label of a culture specimen. |
| 26. _____ | 26. Draw an agar plate showing a sample streaking pattern. |

Test Chapters 20:3–20:9 Blood Tests

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | Column B |
|-------|---|--------------------------|
| _____ | 1. Method used to obtain capillary blood | A. Anticoagulant |
| _____ | 2. Method used to take blood from a vein | B. Antigen |
| _____ | 3. Substance that prevents clotting of blood | C. Blood smear |
| _____ | 4. Test measuring volume of packed red blood cells | D. Differential count |
| _____ | 5. Test that determines oxygen carrying capacity of blood | E. Erythrocyte count |
| _____ | 6. Destruction of red blood cells | F. Fasting blood sugar |
| _____ | 7. Device used to puncture skin | G. Hematocrit |
| _____ | 8. Counts number of red blood cells | H. Hemoglobin |
| _____ | 9. Calculates percentage of each kind of white blood cell | I. Hemolysis |
| _____ | 10. Test done before a transfusion | J. Lancet |
| | | K. Leukocyte count |
| | | L. Skin puncture |
| | | M. Typing and crossmatch |
| | | N. Venipuncture |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 11. In some states, health science education students are not permitted to perform any procedure that involves obtaining blood. |
| T | F | 12. Blood can be obtained from capillaries, arteries, and veins. |
| T | F | 13. The thumb and index finger should not be used for a skin puncture because they have arteries close to the surface. |
| T | F | 14. If a finger is cyanotic, it has a good blood supply. |
| T | F | 15. A skin puncture should be 4 to 6 millimeters deep. |
| T | F | 16. After performing a skin puncture, squeeze or milk the finger to get a good size drop of blood. |
| T | F | 17. After performing a skin puncture, remain with the patient until the bleeding has stopped. |
| T | F | 18. Red blood cells carry both oxygen and carbon dioxide. |
| T | F | 19. The microhematocrit centrifuge separates the blood into three layers consisting of red blood cells, white blood cells, and thrombocytes. |
| T | F | 20. A high hematocrit reading often indicates anemia. |
| T | F | 21. Blood is hemolyzed when it is red and cloudy in appearance. |
| T | F | 22. A high level of hemoglobin can indicate polycythemia. |
| T | F | 23. Hemoglobinometers must be CLIA approved. |
| T | F | 24. If each 0.1 millimeter (mm) thickness of the buffy coat on a hematocrit tube equals approximately 1,000 leukocytes, a thickness of 1.0 mm would equal approximately 100,000 leukocytes. |
| T | F | 25. If a patient is taking an anticoagulant, pressure should be held against a skin puncture for at least three to five minutes. |
| T | F | 26. A blood smear is used to examine the form and structure of both red and white blood cells. |
| T | F | 27. Wright's stain should be left on the slide for six to ten minutes. |
| T | F | 28. Checking blood glucose levels is more accurate than testing urine and identifies both high and low glucose levels. |
| T | F | 29. A glucose tolerance test shows the average blood sugar level for the previous two to three months. |
| T | F | 30. A strong chemical disinfectant should be used to clean the window strip slot on a glucose meter because it is contaminated with blood. |
| T | F | 31. Type AB blood contains both A and B antigens on red blood cells. |
| T | F | 32. Venous blood must be used for an erythrocyte sedimentation rate. |
| T | F | 33. Quality control checks should be performed on all hemoglobinometers and glucose meters before they are used. |
| T | F | 34. Hepatitis A, hepatitis B, and acquired immunodeficiency syndrome are examples of diseases that can be transmitted by blood. |

Test Chapters 20:3–20:9 Blood Tests

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| 35. _____ _____ _____ | 35. List four (4) reasons why you would <i>not</i> be able to use a finger for a skin puncture. |
| 36. _____ | 36. Why is it important to avoid using the first drop of blood obtained with a skin puncture? |
| 37. A. _____ B. _____ C. _____ D. _____ | 37. Methods used to prevent transmission of disease while handling blood samples include observing A. _____ techniques, using B. _____ solutions to wipe up blood spills, wearing C. _____ for all procedures, and placing sharps such as lancets and needles in a/an D. _____. |
| 38. A. _____ B. _____ C. _____ | 38. Calculate the correct hematocrit reading if two tubes read as follows: A. Tube 1: 32 percent; Tube 2: 28 percent B. Tube 1: 39 percent; Tube 2: 42 percent C. Tube 1: 45 percent; Tube 2: 48 percent |
| 39. _____ | 39. Why are microhematocrit tubes sealed at one end with sealing clay? |
| 40. _____ _____ | 40. What substance is used to line the microhematocrit capillary tubes? Why is it used? |
| 41. _____ | 41. Why are hematocrit and hemoglobin tests frequently used to determine the status of erythrocytes in the blood? |
| 42. _____ _____ | 42. List two (2) reasons why Wright’s stain is used on a blood film or smear. |
| 43. _____ | 43. What advantage does a quick stain, or three-step method, have over a Wright’s stain method for staining blood films or smears? |
| 44. A. _____ B. _____ C. _____ | 44. Name the blood types when the following reactions occur: <u>Anti-A Serum</u> <u>Anti-B Serum</u> <u>Anti-D or Rh serum</u> <u>Blood Type</u> A. Negative Negative Negative B. Positive Negative Positive C. Positive Positive Negative |
| 45. A. _____ B. _____ | 45. An Rh incompatibility that can cause hemolytic disease of the newborn (HDN) occurs when the pregnant woman is Rh A. _____ and the fetus is Rh B. _____. |
| 46. A. _____ B. _____ C. _____ D. _____ | 46. A/an A. _____ measures the distance that red blood cells have fallen to the bottom of a glass tube. The rack holds the tube in an exact B. _____ position, and it must be 100 percent C. _____. Measurements are taken at D. _____ -minute intervals. |
| 47. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ | 47. List the normals for the following blood tests: A. Microhematocrit: males E. Erythrocyte count: males B. Microhematocrit: females F. Erythrocyte count: female C. Fasting blood sugar G. Leukocyte count D. Hemoglobin |
| 48. _____ | 48. What should you do when results of any blood tests are questionable? |

Test Chapters 20:10–20:13 Urine Tests

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| | Column A | | Column B |
|-------|--|--|---------------------|
| _____ | 1. Increased amount of urine | | A. Anuria |
| _____ | 2. No formation of urine | | B. Bilirubin |
| _____ | 3. Range of 5.0 to 8.0 in urine | | C. Centrifuge |
| _____ | 4. Presence of sugar in the urine | | D. Chemical strips |
| _____ | 5. Solid materials suspended in the urine | | E. Glycosuria |
| _____ | 6. Physical, chemical, and microscopic examination of the urine. | | F. Hematuria |
| _____ | 7. Firm plastic strips with chemical reactants attached | | G. Oliguria |
| _____ | 8. Presence of blood in the urine | | H. pH |
| _____ | 9. Weight of a substance compared with the weight of distilled water | | I. Polyuria |
| _____ | 10. Instrument used to measure specific gravity of urine | | J. Reagent strips |
| | | | K. Sediments |
| | | | L. Specific gravity |
| | | | M. Urinalysis |
| | | | N. Urinometer |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|---|
| T | F | 11. Often abnormal urine tests are the first indication of disease. |
| T | F | 12. Glucose, albumin, ketones, and blood are usually not present in the urine. |
| T | F | 13. White and red blood cells are usually present in the urine. |
| T | F | 14. Diabetics frequently have acetones or ketones in the urine. |
| T | F | 15. The presence of pus and white blood cells in the urine often indicates infection. |
| T | F | 16. Albumin or protein in the urine can indicate liver disease or hepatitis. |
| T | F | 17. An ammonia odor in a urine specimen is frequently caused by an old specimen. |
| T | F | 18. A fruity or sweet odor in a urine specimen is often caused by infection. |
| T | F | 19. A urine specimen should be examined within one hour after it is collected. |
| T | F | 20. Chemicals and moisture on the skin can lead to an inaccurate test when reagent strips are used. |
| T | F | 21. A Hemastix checks for blood in the urine. |
| T | F | 22. The exact time for reading each chemical reaction must be followed when reagent strips are used. |
| T | F | 23. The urine specimen should be mixed before a reagent strip is used. |
| T | F | 24. To read a reagent strip, start with the pad at the end. |
| T | F | 25. High specific gravity is caused by diluted urine. |
| T | F | 26. The reading for specific gravity is taken at the upper part of the meniscus line on the urinometer float. |
| T | F | 27. A refractometer can be used to check the specific gravity of urine. |
| T | F | 28. A first-voided morning specimen is best for checking specific gravity. |
| T | F | 29. Between 10 and 15 mL of urine are placed in the centrifuge for examining urinary sediments. |
| T | F | 30. After urine is centrifuged, clear urine is poured off and only about 1 mL of urine is examined for urinary sediments. |
| T | F | 31. Pyruia is pus in the urine. |
| T | F | 32. The most accurate results for urine tests are obtained when the urine is warm or at room temperature. |
| T | F | 33. Sterile specimen containers should be used to collect specimens for a routine urinalysis. |
| T | F | 34. Most states require a blood or urine test for phenylalanine on all newborn infants. |

Test Chapters 20:10–20:13 Urine Tests

Completion: In the space provided, print the word or words that best complete the statement or answer the question. Use the following word bank. Words may be used once, more than once, or not at all.

- | | | |
|---|---|---|
| 1 to 2 4 to 5 5 to 10 1.005 to 1.030 1.001 to 1.0025 5.0 to 8.0 500 to 1,000 mL 1,000 to 2,000 mL 2,000 to 3,000 mL acetone ammonia aromatic | beer-brown catheter chemical clear cloudy diabetes mellitus first-voided morning fresh fruity glucose heart disease high | infection insulin kidney disease liver disease low microscopic physical protein starvation sterile straw yellow urobilinogen |
|---|---|---|

- | | |
|---|---|
| 35. A. _____ B. _____ C. _____ D. _____ E. _____ | 35. List the normals for each of the following characteristics of urine: A. Daily volume or amount B. Color C. Transparency D. Odor E. Specific gravity |
| 36. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ | 36. Name at least one disease that might be present when the following substances are present in the urine: A. Glucose B. Pus C. Protein D. Blood E. Acetones or ketones F. Bilirubin |
| 37. A. _____ B. _____ C. _____ | 37. If urine is checked for color, odor, transparency, and specific gravity, this is a/an A. _____ examination. If urine is examined for formed elements such as cells, casts, and crystals, this is a/an B. _____ examination. If urine is checked for pH, protein, glucose, and blood, this is a/an C. _____ examination. |
| 38. A. _____ B. _____ | 38. Excessive fluid loss or low fluid intake leads to a/an A. _____ specific gravity. Excessive fluid intake or a kidney disease in which the kidneys cannot concentrate urine leads to a/an B. _____ specific gravity. |
| 39. _____ | 39. To examine urinary sediments, a/an _____ urine specimen is preferred. |
| 40. _____ | 40. Urine should be centrifuged for _____ minutes to obtain urinary sediments. |

Short Answer: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|---|
| 41. _____ _____ _____ | 41. List three (3) standard precautions that must be followed when urine is collected and handled. |
| 42. _____ | 42. Urine specimen containers and other contaminated disposable supplies must be discarded in a/an _____. |

Test Chapter 21:1 Measuring/Recording Height and Weight

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. At all times, careful consideration must be given to the safety of the patient when height and weight are being measured. |
| T | F | 2. Being overweight or underweight can indicate that disease is present. |
| T | F | 3. A 10 percent deviation from height-weight charts is considered normal. |
| T | F | 4. Daily weights are often ordered for patients with dehydration caused by heart or kidney disease. |
| T | F | 5. Most patients are very weight-conscious. |
| T | F | 6. Weight is usually recorded as pounds and ounces or centimeters. |
| T | F | 7. Shoes should always be removed before a patient is weighed. |
| T | F | 8. If a beam-balance scale has the weights at zero, the scale is balanced when the bar swings freely halfway between the upper and lower guides. |
| T | F | 9. The feet should be close together when a patient stands on a scale. |
| T | F | 10. The patient should stand with his or her back to the scale when height is recorded. |
| T | F | 11. A below-normal value for head circumference in an infant can be an indication of hydrocephalus. |
| T | F | 12. Height, weight, and head circumference measurements of infants and toddlers are monitored frequently because growth is rapid. |
| T | F | 13. Height, weight, and chest circumference measurements of infants and toddlers are usually recorded on a Centers for Disease Control and Prevention (CDC) growth graph. |
| T | F | 14. Abnormal growth patterns on a growth graph may indicate nutritional deficiencies or genetic disease. |
| T | F | 15. A diaper and undershirt can be left on an infant while the infant is being weighed. |
| T | F | 16. While weighing an infant, keep one hand on the infant to prevent the infant from falling off the scale. |
| T | F | 17. To measure an infant's chest circumference, read the measurement during the inspiration, or breathing in, phase of respiration. |
| T | F | 18. To measure head circumference on an infant, hold the zero mark of the tape measure on the infant's forehead, bring the tape around the infant's head, below the ears, and back to the forehead. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 19. A. _____ B. _____ C. _____ | 19. For daily weights, it is important to use the same A. _____ each day and make sure the patient is weighed at the same B. _____ and is wearing C. _____. |
| 20. A. _____ B. _____ C. _____ D. _____ | 20. Convert the following height measurements in inches to feet and inches: A. 38 inches B. 72 ½ inches C. 55 inches D. 64 ¼ inches |
| 21. A. _____ B. _____ C. _____ D. _____ | 21. Convert the following infant weights recorded in pounds and ounces to pounds and fractions of a pound: A. 10 pounds 8 ounces B. 15 pounds 10 ounces C. 14 pounds 12 ounces D. 18 pounds 15 ounces |
| 22. _____ | 22. If an adult patient is not able to stand on a scale, what special scale can be used to weigh the patient? |
| 23. _____ | 23. If 1 kilogram equals 2.2 pounds, how many kilograms are in 132 pounds? |
| 24. _____ | 24. If 1 inch equals 2.5 centimeters, how many inches are in 125 centimeters? |

Test Chapter 21:2 Positioning a Patient

Matching: Place the letter(s) of the correct position(s) in Column B in the space next to the description of the position in Column A.

| | Column A | | Column B |
|-------|---|-------|-------------------------|
| _____ | 1. Used to examine the back or spine | _____ | A. Dorsal recumbent |
| _____ | 2. Used for sigmoidoscopic examination | _____ | B. Fowler's |
| _____ | 3. Used to facilitate breathing | _____ | C. Horizontal recumbent |
| _____ | 4. Used for enemas and rectal temperatures | _____ | D. Jackknife |
| _____ | 5. Used to examine anterior of body | _____ | E. Knee-chest |
| _____ | 6. Head elevated at different angles | _____ | F. Lithotomy |
| _____ | 7. Used for rectal surgery | _____ | G. Prone |
| _____ | 8. Used for vaginal examinations | _____ | H. Sims' |
| _____ | 9. Patient lies on left side | _____ | I. Trendelenburg |
| _____ | 10. Used to encourage drainage after oral surgery | | |
| _____ | 11. Used for pelvic surgery | | |
| _____ | 12. Similar to lithotomy but without stirrups | | |
| _____ | 13. Patient lies flat on the back | | |
| _____ | 14. Used to examine the chest | | |
| _____ | 15. Patient rests weight on knees and chest | | |
| _____ | 16. Used for circulatory shock | | |
| _____ | 17. Patient lies on abdomen | | |
| _____ | 18. Used for simple rectal examinations | | |
| _____ | 19. Patient is positioned with head lower than feet | | |
| _____ | 20. Straps are used to hold patient in position | | |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

21. _____ 21. Why is it important to make sure the patient is properly draped or covered?
22. _____ 22. Why is the drape left hanging loose in most examination positions?
23. _____ 23. For some positions, a drape with a hole can be used. Name three (3) positions
_____ that might use this type of drape.

24. _____ 24. Briefly describe the position of each of the following extremities when a patient
is placed in Sims' (or left lateral) position.
A. _____ A. Right arm
B. _____ B. Left arm
C. _____ C. Right leg
D. _____ D. Left leg
25. _____ 25. List two (2) basic instructions that should be given to all patients when they are
_____ being prepared for an examination.

Test Chapter 21:3 Screening for Vision Problems

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Vision screening tests are used to detect eye disease. |
| T | F | 2. A person with normal vision should see figures 20 millimeters high while standing 20 feet from a Snellen chart. |
| T | F | 3. Vision of 20/80 represents a defect in near vision. |
| T | F | 4. Farsightedness is tested by using a printed book or cards in which the figures are certain heights. |
| T | F | 5. In a test for farsightedness, the patient should hold the book 24 to 30 inches away from the eyes. |
| T | F | 6. The Ishihara method is a test for defects in color vision. |
| T | F | 7. For the Ishihara test, the patient should be in a room with bright sunlight. |
| T | F | 8. Hyperopia is nearsightedness, or a defect in distant vision. |
| T | F | 9. In a vision test with a Snellen chart, the patient's toes should be placed on a line 20 feet from the chart. |
| T | F | 10. Start with the larger letters and proceed to the smaller ones while testing a patient's vision with a Snellen chart. |
| T | F | 11. To test the right eye, instruct the patient to close the left eye and cover it with an eye shield. |
| T | F | 12. Select letters at random while checking vision with a Snellen chart. |
| T | F | 13. The pointer should be placed on the letter so the patient knows which letter to name. |
| T | F | 14. The patient should not be leaning forward or squinting when his or her vision is tested with a Snellen chart. |
| T | F | 15. After vision is tested with a Snellen chart, unfavorable results indicate a need for additional testing or referral to an eye specialist. |
| T | F | 16. If an individual cannot read letters, the Jaeger system cannot be used to test near vision. |
| T | F | 17. Myopia is a form of color blindness. |
| T | F | 18. An occluder is a special pointer that is used to designate the letters on a Snellen chart. |
| T | F | 19. It is important to note if the patient is blinking excessively or if the eyes are watering during a vision test. |
| T | F | 20. On some Ishihara plates, the patient is asked to use his or her finger to trace a colored line. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|--|
| 21. _____ _____ _____ | 21. Describe three (3) different types of Snellen charts. |
| 22. _____ _____ _____ | 22. Use correct abbreviations to chart the following results of a vision screening test: left eye 20/25, right eye 20/40, and both eyes 20/30. |
| 23. A. _____ B. _____ C. _____ | 23. If a patient has 20/50 vision, this means the person can see figures A. _____ high while standing at a distance of B. _____ from the chart. The patient can see what a person with normal vision could see standing C. _____ from the chart. |
| 24. A. _____ B. _____ C. _____ | 24. A/an A. _____ is an instrument for checking the eye, and a/an B. _____ is an instrument that measures intraocular pressure. Increased pressure in the eye could indicate C. _____. |
| 25. _____ | 25. Snellen charts test only for defects in _____ vision. |

Test Chapter 21:4 Physical Examinations

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Percussion is when a physician uses the hands to feel various parts of a patient's body. |
| T | F | 2. Auscultation involves listening to sounds coming from within a patient's body. |
| T | F | 3. A stethoscope is an instrument for measuring blood pressure. |
| T | F | 4. An otoscope is an instrument used to examine the ears. |
| T | F | 5. A tuning fork is an instrument used to test tendon reflexes. |
| T | F | 6. Patients are often apprehensive prior to a physical examination. |
| T | F | 7. If an eye, ear, nose, and throat examination is the only examination being done, the patient can remain dressed. |
| T | F | 8. The eyes are usually examined first in an EENT exam. |
| T | F | 9. During an eye examination, the physician may want the room light turned off. |
| T | F | 10. Lubricant is not placed on a vaginal speculum when a culture is to be taken. |
| T | F | 11. After the smear has been placed on a slide for a Pap test, the slide must be heated so it will be fixed. |
| T | F | 12. A vaginal and rectal examination can be performed on a female patient in the lithotomy position. |
| T | F | 13. A male patient is placed in a horizontal recumbent position for a rectal examination. |
| T | F | 14. All specimens should be sent to the laboratory as soon as possible. |
| T | F | 15. Standard precautions must be followed at all times while assisting with physical examinations. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|---|---|
| 16. _____ | 16. Why is a Pap, or Papanicolaou, test done? |
| 17. _____ _____ _____ | 17. List four (4) tests that may be performed before a physical examination is done. |
| 18. _____ A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ | 18. Name the following instruments or equipment: A. Wood or plastic blade used to scrape cells from the cervix B. Used to examine the inside of the nose C. Lighted instrument used to examine the sigmoid colon D. Instrument used to test tendon reflexes E. Instrument used to examine the eyes F. Instrument used to listen to internal body sounds |
| 19. _____ | 19. Why is it important for the patient to void before a physical examination? |
| 20. _____ _____ _____ | 20. List four (4) things a physician looks for during observation or inspection. |
| 21. _____ | 21. A/an _____ examination is an examination of the female reproductive organs. |
| 22. _____ _____ _____ _____ | 22. List six (6) types of information that is printed on a lab requisition form. |

Test Chapter 21:5 Assisting with Minor Surgery and Suture Removal

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Instruments used will depend on the type of surgery or procedure being done. |
| T | F | 2. Surgical scissors are special scissors with a blunt lower end that are used to remove dressings. |
| T | F | 3. Hemostats have fine points, or teeth, at the tip of the blades. |
| T | F | 4. Swaged needles have the suture material attached to the needle. |
| T | F | 5. Absorbable suture material such as silk and nylon is digested by tissue enzymes and absorbed by the body. |
| T | F | 6. Both minor surgery and suture removal require strict sterile technique. |
| T | F | 7. Suture scissors and a tissue forceps make up a suture removal set. |
| T | F | 8. Specific questions regarding the surgery or the procedure should be referred to the physician. |
| T | F | 9. Body tissue and other specimens removed during surgery are sent to the laboratory for examination. |
| T | F | 10. A small amount of antiseptic solution is poured into a sink before it is poured into a sterile basin. |
| T | F | 11. If solution splashes onto a sterile field, everything on the field is contaminated and the procedure must be started over. |
| T | F | 12. Outer dressings should be placed on the bottom of the pile of the dressings placed on a sterile field. |
| T | F | 13. Sterile dressings can be placed on the sterile field in their original wrappers. |
| T | F | 14. When a skin prep is ordered prior to minor surgery, the area is always shaved thoroughly and washed with an antiseptic soap. |
| T | F | 15. Standard precautions must be observed at all times during minor surgery procedures. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| <p>16. _____ _____ _____</p> | <p>16. List three (3) examples of minor surgery.</p> |
| <p>17. _____ A. _____ B. _____ C. _____ D. _____ E. _____ F. _____</p> | <p>17. Identify the following instruments by their correct name: A. Instrument with a handle attached to a knife blade used to incise tissue B. Used to compress blood vessels to stop bleeding C. Used to hold or draw back the lips of a wound or an incision D. Instrument used to hold or support the needle E. Used to grasp tissue F. Used to attach surgical drapes to each other</p> |
| <p>18. _____ _____ _____ _____</p> | <p>18. Name four (4) items that are frequently placed at the side of the sterile field before minor surgery.</p> |
| <p>19. _____</p> | <p>19. While using an antiseptic solution, read the label _____ times to be sure you have the correct solution.</p> |
| <p>20. _____ _____ _____ _____</p> | <p>20. List five (5) items that should be written on the label or lab requisition of a specimen obtained during minor surgery and sent to the laboratory.</p> |

Test Chapter 21:6 Recording and Mounting an Electrocardiogram

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. An electrocardiogram (ECG) is a picture or tracing of the contraction of the muscles in the heart. |
| T | F | 2. The 12 leads of the ECG show 12 different angles of the electrical activity of the heart. |
| T | F | 3. The limb leads record angles of the heart from the front of the chest looking down through the center of the heart. |
| T | F | 4. Chest electrodes are placed at six different locations on the chest. |
| T | F | 5. The speed at which most ECGs are run is called Run 25. |
| T | F | 6. The sensitivity switch of the ECG is usually set at 2. |
| T | F | 7. The stylus on the ECG machine has a special ink that writes the impulse on the paper. |
| T | F | 8. If sensitivity is set at 1, the standard should be ten small blocks or two large blocks high. |
| T | F | 9. A single-channel ECG produces a full sheet of paper with all 12 recorded leads. |
| T | F | 10. Limb electrodes are placed on the bony parts of the arm or leg. |
| T | F | 11. Gel is placed on electrodes to help them stick to the skin. |
| T | F | 12. Use a tongue depressor or gauze pad to rub the skin site vigorously before applying a disposable electrode. |
| T | F | 13. When a patient has tachycardia, the sensitivity is set at 1/2. |
| T | F | 14. A correct standard is placed on the baseline between the end of the T wave but before the start of the P wave. |
| T | F | 15. Muscle movement or nervous tension can interfere with an accurate reading on an ECG. |
| T | F | 16. Most ECG machines automatically print the name of the lead or the lead code on the paper. |
| T | F | 17. If the ECG complexes are too high and move off the top or bottom of the paper grid, set the ECG machine to Run 50. |
| T | F | 18. Each PQRST complex represents one second of heart activity. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| 19. A. _____ B. _____ C. _____ | 19. Identify the site where each of the following electrodes should be placed. A. RA B. LL C. C or V |
| 20. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ H. _____ | 20. Write the correct marking code for each of the following leads on an ECG. A. 2 C. V ₁ E. V ₃ G. V ₆ B. aVL D. 3 F. aVF H. 1 |
| 21. _____ | 21. What is the function of the lead selector switch? |
| 22. _____ _____ | 22. List two (2) points that should be stressed to the patient before an ECG is taken. |
| 23. _____ | 23. How does the physician know when the sensitivity has been set at 1/2? |
| 24. _____ | 24. What should you do if the patient has a heart rate of 128 beats per minute and the complexes on the ECG are so close together they are difficult to examine? |
| 25. _____ | 25. What should you do if the tracing line on the ECG is very light and difficult to see? |

Test Chapters 21:7–21:8 *Physicians’ Desk Reference* and Medications

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. The Brand and Generic Name Index of the PDR provides an alphabetical listing of products by their chemical or generic name followed by a list of brand names. |
| T | F | 2. A partial list of each manufacturer’s products is included in the Manufacturer’s Index of the PDR. |
| T | F | 3. The PDR Product Identification Guide contains colored, actual-size pictures of a variety of drugs. |
| T | F | 4. A list of certified poison control centers is located in back of the PDR. |
| T | F | 5. To find a list of antibiotics in the PDR, look in the Product Information section. |
| T | F | 6. To find the recommended dosage for a drug in the PDR, look in the Product Classification section. |
| T | F | 7. The PDR is published every year and is available in an online version. |
| T | F | 8. A medication is a drug used to treat a disease or condition. |
| T | F | 9. Only authorized individuals can administer medications. |
| T | F | 10. A sublingual tablet is given under the tongue. |
| T | F | 11. A subcutaneous injection is given in the top layer of muscle. |
| T | F | 12. A pill is a gelatin-like shell with the medication inside. |
| T | F | 13. A tincture must be shaken well before use to resuspend the medication in the solution. |
| T | F | 14. Enteric-coated medication does not dissolve in the stomach. |
| T | F | 15. A syrup is a medication dissolved in alcohol. |
| T | F | 16. Cocoa butter is often the base material in suppositories. |
| T | F | 17. Old medications should be discarded in a trash can. |
| T | F | 18. Never give medication from an unmarked bottle. |
| T | F | 19. Allergy shots are usually given intravenously. |
| T | F | 20. Topical medications are inhaled, or breathed in, by sprays. |
| T | F | 21. A cream is a medication in a fatty base. |
| T | F | 22. An intramuscular injection is given at a 10 to 15 degree angle to the skin. |
| T | F | 23. All medications should be stored in a safe, moist, cool area. |
| T | F | 24. Make sure you have the correct bottle before returning medications to a bottle. |
| T | F | 25. Always use paper and pencil to calculate dosages. |
| T | F | 26. Transdermal patches are applied to the skin to provide a continuous dosage of medication. |
| T | F | 27. An intravenous injection is injected into a vein. |
| T | F | 28. A troche, or lozenge, is a large, flat disc that is dissolved in the mouth. |
| T | F | 29. Suppositories are usually given in the rectum or vagina. |
| T | F | 30. Medications must never be used beyond the expiration date. |
| T | F | 31. Unused controlled substances, such as narcotics, must be returned to the pharmacy as required by law. |
| T | F | 32. If a partial amount of a controlled substance is used, a witness must cosign when the remaining medication is destroyed. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| <p>33. A. _____ B. _____</p> | <p>33. The <i>Physicians’ Desk Reference</i> is a/an A. _____ that provides essential information about B. _____ currently in use.</p> |
| <p>34. _____ _____ _____ _____ _____</p> | <p>34. List the six (6) rights or main points to watch for every time a medication is given.</p> |
| <p>35. _____ _____ _____</p> | <p>35. List the three (3) times you read the label on a medication you are preparing.</p> |

Test Chapter 22:1 Admitting, Transferring, and Discharging Patients

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Admission to a health care facility can cause anxiety and fear for many patients/residents and their families. |
| T | F | 2. Admission forms list the procedures that must be performed. |
| T | F | 3. Clothing kept in a patient's/resident's room is listed on a form. |
| T | F | 4. Items such as radios and clocks kept in a patient's room do not have to be listed on a form. |
| T | F | 5. Patients and family members should be oriented to a health care facility. |
| T | F | 6. A facility's pamphlet describing visiting hours and services offered saves the assistant time because he or she does not have to explain the information. |
| T | F | 7. In some facilities, only a nurse can question the patient about medications and allergies. |
| T | F | 8. Most of the information on an admission form is used as a basis for the nursing care plan. |
| T | F | 9. The reason for a transfer should be explained to the patient even if the patient is confused or irrational. |
| T | F | 10. Wheelchairs, stretchers, and even the patient's bed can be used to transfer a patient from one unit to another. |
| T | F | 11. A patient cannot leave a health care facility without a written doctor's order. |
| T | F | 12. An admission kit usually contains a water pitcher, a cup, a soap dish, lotion, a bedpan, a urinal, and a basin. |
| T | F | 13. During a transfer, it is not necessary to check or make a list of clothing because this information is on the admission form. |
| T | F | 14. Many facilities require the use of a wheelchair to take a patient to a car when he or she is discharged. |
| T | F | 15. Never rush or hurry the patient during an admission, transfer, or discharge. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|---|--|
| 16. _____ | 16. If a patient is not able to answer questions for an admission form, how can you obtain the required information? |
| 17. _____ _____ _____ | 17. List three (3) rules to follow while handling a patient's valuables. |
| 18. _____ _____ _____ _____ _____ | 18. List six (6) topics that should be explained while orienting a patient/resident to a health care facility. |
| 19. _____ _____ | 19. What are two (2) main reasons for transferring a patient? |
| 20. _____ | 20. Why do health care agencies use forms or checklists for admissions, transfers, and discharges? |

Test Chapter 22:2 Positioning, Turning, Moving, and Transferring Patients

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Correct body mechanics help prevent pressure ulcers. |
| T | F | 2. Alignment is positioning body parts in relation to each other in order to maintain correct body posture. |
| T | F | 3. The first sign of a pressure ulcer is a vesicle, or blister, at the site. |
| T | F | 4. In a stage III pressure ulcer, damage extends into muscle, tendon, and bone tissue. |
| T | F | 5. If pressure ulcers are detected in early stages, immediate treatment can help prevent further damage. |
| T | F | 6. Contractures are tightening, or lengthening, of a muscle. |
| T | F | 7. Patients confined to bed should have their position changed at least every three hours. |
| T | F | 8. In home care situations, it is important to move unnecessary furniture out of the way during transfers. |
| T | F | 9. Never move or transfer a patient without correct authorization. |
| T | F | 10. The knee should be flexed or bent slightly while the patient is lying on his or her back, side, or abdomen. |
| T | F | 11. Rolled washcloths may be placed in paralyzed patients' hands to prevent pressure ulcers. |
| T | F | 12. A small pillow may be placed under the waist for support when a patient is lying on the abdomen. |
| T | F | 13. To move a patient up in bed, ask the patient to straighten the knees and brace the feet firmly on the foot of the bed. |
| T | F | 14. To move a patient up in bed, two people should use a lift sheet that extends under the patient's head, shoulders, hips, and thighs. |
| T | F | 15. To turn a patient away, move the distant leg over the leg closest to you. |
| T | F | 16. To dangle a patient, keep the bed at the lowest level. |
| T | F | 17. To go down a steep ramp with a wheelchair, turn the chair around and back down the ramp. |
| T | F | 18. Always transport the patient feet first on a stretcher. |
| T | F | 19. Before using a mechanical lift, check straps, clasps, and the sling. |
| T | F | 20. The patient should keep the arms outside the straps while being transferred with a mechanical lift. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| 21. _____ _____ _____ | 21. Name three (3) common sites for pressure ulcers. |
| 22. A. _____ B. _____ C. _____ D. _____ | 22. Foot drop is a common A. _____, which is prevented by keeping the feet at B. _____ to the legs. C. _____ and D. _____ can be used to keep the foot in this position. |
| 23. _____ _____ _____ | 23. List three (3) purposes of frequently turning patients confined to bed. |
| 24. _____ _____ _____ | 24. Name the three (3) times the pulse is checked during a dangling procedure. |
| 25. _____ _____ _____ | 25. List four (4) points you should observe or check on a patient during any move or transfer procedure. |

Test Chapter 22:3 Bedmaking

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. A correctly made bed provides patient comfort and protection. |
| T | F | 2. Wrinkles cause discomfort and can lead to pressure ulcers. |
| T | F | 3. A closed bed is made following the discharge of a patient. |
| T | F | 4. An occupied bed is made for the ambulatory patient. |
| T | F | 5. A bed cradle is used on beds for small children and infants. |
| T | F | 6. Draw sheets are used to protect the mattress. |
| T | F | 7. Some areas use underpads in place of draw sheets. |
| T | F | 8. Roll dirty or soiled linen while removing it from the bed. |
| T | F | 9. The pillowcase and spread should be on top of the pile of linen used for bedmaking. |
| T | F | 10. Following correct bedmaking techniques helps save time and energy. |
| T | F | 11. Most beds are made completely on one side and then on the other side. |
| T | F | 12. The bottom sheet on a bed (sheet next to the mattress) is tucked in 12 to 18 inches at the foot of the bed. |
| T | F | 13. A drawsheet is placed about 24 to 36 inches from the head of the bed. |
| T | F | 14. The top sheet of the bed (sheet under the spread) is placed on the bed wrong side up. |
| T | F | 15. Toe pleats are used to keep the sheets off the patient's legs and feet. |
| T | F | 16. If a blanket is used on a bed, it should be placed under the top sheet and spread. |
| T | F | 17. The top bed linen should be fanfolded into even folds at the foot of the bed when a bed is opened. |
| T | F | 18. The top fold should be facing the foot of the bed when an open bed is made. |
| T | F | 19. Always wear gloves when removing soiled linen from a bed. |
| T | F | 20. Clean linen should be stored in a closed closet or on a covered linen cart. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 21. A. _____ B. _____ C. _____ D. _____ E. _____ | 21. A. _____ corners are used to hold the linen firmly in place. To make this corner, pick up the sheet about B. _____ inches from the head of the bed. Form a triangle with a/an C. _____ angle. Tuck the D. _____ portion under the mattress. Hold the fold with one hand and bring the E. _____ down and tuck it in with the other hand. |
| 22. _____ _____ | 22. List two (2) times an open bed is made. |
| 23. _____ | 23. In what direction should the open end of the pillow be placed on the bed? |
| 24. _____ _____ | 24. Provide two (2) reasons for placing the pillow on the bed with the open end in a certain position. |
| 25. _____ | 25. Why is it important to unfold sheets rather than shake them open? |
| 26. _____ _____ _____ | 26. List four (4) types of patients who might require the use of a bed cradle. |

Test Chapter 22:4 Personal Hygiene

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Oral hygiene refers to the care of the mouth, teeth, and gums. |
| T | F | 2. Oral hygiene stimulates the appetite and provides comfort. |
| T | F | 3. <i>Halitosis</i> is another word for <i>dental decay</i> . |
| T | F | 4. Dentures should be cleaned with cold water. |
| T | F | 5. If a patient is not wearing the dentures, they should be stored in a denture cup and placed on the overbed table. |
| T | F | 6. A mixture of glycerine and mouthwash is used to provide oral hygiene to an unconscious patient. |
| T | F | 7. Brushing the hair helps stimulate the scalp and prevent disease. |
| T | F | 8. Dry shampoo may be used on a patient who is confined to bed as long as the patient wants the hair shampooed. |
| T | F | 9. If hair is dry and tangled, use a small amount of alcohol to help remove tangles. |
| T | F | 10. To comb hair, hold the comb between the scalp and your hand. |
| T | F | 11. To clean the fingernails, soak them in soapy water and then use the blunt end of an orange stick. |
| T | F | 12. If toenails are too long, cut them to the correct length. |
| T | F | 13. Use short back-and-forth strokes to file the nails. |
| T | F | 14. There are no restrictions on patients who can have a backrub because a backrub is a routine part of a bath. |
| T | F | 15. If you note a red area on a patient's back during a backrub, report this to your immediate supervisor. |
| T | F | 16. Rub a razor over a gauze pad to check for nicks before shaving. |
| T | F | 17. Always shave a patient in the direction the hair grows except the area under the chin. |
| T | F | 18. Some electric razors require short circular strokes. |
| T | F | 19. Shaving may be prohibited or special precautions may be required for patients on anticoagulants. |
| T | F | 20. If a patient has a fractured arm, place the sleeve of the clean gown on the uninjured arm first. |
| T | F | 21. Patients who take a shower do not need a backrub. |
| T | F | 22. For a partial bath, the patient washes most of the body and the assistant completes the bath. |
| T | F | 23. The genital area should be washed from the front to the back on a female patient. |
| T | F | 24. Before leaving a patient in a tub bath or shower, instruct the patient on how to use the emergency call signal. |
| T | F | 25. Health assistants with cuts, sores, or dermatitis on their hands should wear gloves for all patient contact. |
| T | F | 26. If the door is closed, it is not necessary to screen the unit or draw curtains while giving a patient a bed bath. |
| T | F | 27. The health care worker must be sensitive to the patient's needs and respect the patient's right to privacy while administering personal care. |
| T | F | 28. Prepackaged, disposable cloths, used for waterless baths, are warmed in a microwave or special oven before use. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| <p>29. _____</p> <p>30. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____</p> | <p>29. The temperature of water for a bed bath should be _____.</p> <p>30. While administering personal hygiene, A. _____ must be observed at all times to prevent the spread of infection. B. _____ must be washed frequently, and C. _____ must be worn if contact with blood or body fluids is likely. If droplets are present, D. _____ and E. _____ must be worn. If contamination of a uniform or clothing is possible, a/an F. _____ should be worn.</p> |
|--|---|

Test Chapter 22:4 Personal Hygiene

- 31. A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____

31. Use the following word bank to identify the conditions listed beneath it.

| | | |
|-------------|----------|------------|
| carotinia | dyspnea | lethargy |
| cyanosis | edema | pallor |
| dehydration | erythema | polydipsia |
| diaphoresis | jaundice | vertigo |
| dysphagia | | |

- | | |
|-------------------------|---------------------------|
| A. Blue color of skin | E. Excessive perspiration |
| B. Yellow color of skin | F. Abnormal drowsiness |
| C. Redness on the skin | G. Swelling |
| D. Dizziness | H. Difficult breathing |

32. Draw diagrams to describe the five (5) motions used for a backrub. Include the starting and ending point for each motion and the number of times each motion is done.

- 33. _____
- 34. _____
- _____
- _____
- _____

33. What should you do if you accidentally nick a patient with a razor?

34. List four (4) checkpoints you must observe before leaving a patient at the end of a procedure.

Test Chapters 22:5–22:8 Intake and Output, Feeding a Patient, Bedpan, Urinal, Catheter, and Urinary-Drainage Unit

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Edema occurs when excessive fluid is lost from the body. |
| T | F | 2. An intake and output record records all fluids a person takes in and eliminates during a certain period of time. |
| T | F | 3. Gelatin and ice cream are recorded as liquid oral intake. |
| T | F | 4. Blood, plasma, and intravenous solutions are recorded as irrigation intake. |
| T | F | 5. Drainage from nasogastric tubes is recorded as irrigation output. |
| T | F | 6. Enteral feedings may be administered through a nasogastric tube or a gastrostomy tube. |
| T | F | 7. If you find a salt shaker on a tray for a low-salt diet, check with your immediate supervisor before serving the tray. |
| T | F | 8. If a patient has dysphagia, use straws for all fluids to make swallowing easier. |
| T | F | 9. If a patient does not like a particular type of food, you can replace it with a substitute food that he or she likes. |
| T | F | 10. To feed a patient, hold the spoon at a right angle to the mouth. |
| T | F | 11. While feeding a patient, alternate foods and give sips of liquids between solid foods. |
| T | F | 12. <i>Micturate</i> means to discharge waste through the rectum. |
| T | F | 13. While a health care worker is assisting with a bedpan or urinal, proper handwashing is important for both the patient and health care worker. |
| T | F | 14. The narrow end of the bedpan should be placed under the patient's buttocks. |
| T | F | 15. A Foley catheter has a balloon at the end, which is inflated with sterile water after the catheter is inserted into the bladder. |
| T | F | 16. A urinary-drainage bag must be kept above the level of the bladder to prevent the backflow of urine. |
| T | F | 17. Catheter care is provided to help prevent bladder and kidney infections. |
| T | F | 18. Urine can be obtained from the urinary-drainage bag when a fresh urine specimen is needed. |
| T | F | 19. Careful sterile technique must be followed when a catheter is disconnected from a urinary-drainage bag. |
| T | F | 20. The purpose of a bladder training program is to develop voluntary control of urination to prevent incontinence. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------|---|
| 21. A. _____ | 21. Write the metric equivalents for the following household measurements: |
| B. _____ | A. 1 teaspoon |
| C. _____ | C. 1 cup |
| D. _____ | B. 1 ounce |
| | D. 1 pint |
| 22. _____ | 22. List four (4) things that should be done to prepare a patient for mealtime. |
| _____ | |
| _____ | |
| 23. _____ | 23. List two (2) things you should do if you notice an abnormal stool in a bedpan. |
| _____ | |
| 24. _____ | 24. Name five (5) points that should be checked when a catheter and urinary drainage unit is in place. |
| _____ | |
| _____ | |
| 25. _____ | 25. List three (3) standard precautions to observe while handling urine and/or feces in a bedpan or urinal. |
| _____ | |
| _____ | |

Test Chapter 22:9 Providing Ostomy Care

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. An ostomy is a surgical procedure in which an opening is created in the abdominal wall. |
| T | F | 2. Ostomies can be created to treat or correct birth defects, ulcerative colitis, bowel obstructions, and injuries. |
| T | F | 3. Ostomies can be temporary or permanent. |
| T | F | 4. A ureterostomy is an opening into a section of the small intestine. |
| T | F | 5. Secretions from ureterostomies and ileostomies contain digestive enzymes that irritate the skin. |
| T | F | 6. Stool expelled from a descending colostomy is more liquid than stool expelled from an ascending colostomy. |
| T | F | 7. An ileostomy is an opening into the large intestine. |
| T | F | 8. Patients with ostomies wear a bag or pouch over the stoma to collect drainage. |
| T | F | 9. Problems that may occur when a bag or pouch is worn over an ostomy include leakage, odor, and irritation of the skin surrounding the stoma. |
| T | F | 10. When an ostomy is first created, a registered nurse provides care. |
| T | F | 11. Eventually, most patients are taught to care for their own ostomies. |
| T | F | 12. Patients with ostomies frequently experience anger, anxiety, depression, fear, or hopelessness. |
| T | F | 13. A normal stoma is pink in color and has a dry appearance. |
| T | F | 14. The formation of crystals on a stoma is a normal occurrence and no cause for alarm. |
| T | F | 15. Ulcerations or cuts on a stoma indicate a problem. |
| T | F | 16. Any unusual observations about a stoma or discharge should be reported to an immediate supervisor. |
| T | F | 17. Use a measuring chart to check the size of the stoma to determine the correct size barrier wafer. |
| T | F | 18. Standard precautions must be observed at all times while providing ostomy care. |
| T | F | 19. Skin barriers are frequently used to prevent irritation to the skin around a stoma. |
| T | F | 20. It is essential to know your legal responsibilities and agency policy before providing ostomy care. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|---|
| 21. A. _____ B. _____ C. _____ | 21. What can the following appearances of a stoma indicate? A. Blue or black color B. Pale or pink color C. Dry or dull appearance |
| 22. _____ _____ _____ | 22. What three (3) things should be noted about the discharge expelled into a stoma bag or pouch? |
| 23. _____ | 23. How is the pouch held in place over the stoma? |
| 24. _____ | 24. After washing the stoma with soap and water, why should you rinse the area well and remove any soapy residue? |
| 25. _____ | 25. How should you dispose of an ostomy pouch after removing it from a patient? |

Test Chapter 22:10 Stool/Urine Specimens

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. A first-voided morning urine specimen is used for many tests because it is more concentrated. |
| T | F | 2. A first-voided morning urine specimen is best for glucose and acetone tests. |
| T | F | 3. Usually 200 mL of urine is required for a routine urine specimen. |
| T | F | 4. Any clean container, such as an old medicine container, can be used for a routine urine specimen. |
| T | F | 5. A sterile urine specimen container is used to collect a clean-catch, or midstream-voided, specimen. |
| T | F | 6. A back-to-front motion is used to clean the female genital area before a clean-catch, or midstream-voided, specimen is obtained. |
| T | F | 7. Start at the bottom of the penis and move to the top and urinary meatus to clean a male for a midstream specimen. |
| T | F | 8. A patient must be catheterized to obtain a sterile urine specimen. |
| T | F | 9. A 24-hour urine specimen is used to check kidney function and components such as protein, creatinine, hormones, and calcium. |
| T | F | 10. Discard the first urine voided for a 24-hour urine specimen. |
| T | F | 11. Stool specimens are usually done for ova and parasites. |
| T | F | 12. A new experimental stool test checks for a gene or a DNA mutation that is usually faulty in the earliest stages of colon cancer. |
| T | F | 13. A stool specimen should be refrigerated if it cannot be sent to the laboratory immediately. |
| T | F | 14. A large piece of stool is needed when testing for occult blood. |
| T | F | 15. A stool test for occult blood does not have to be examined immediately. |
| T | F | 16. When Hemoccult solution indicates a color change, blood is present in the stool. |
| T | F | 17. Tongue blades can be used to transfer a stool specimen to a specimen container. |
| T | F | 18. Standard precautions must be followed at all times when obtaining urine and stool specimens. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|--|
| <p>19. A. _____ B. _____</p> | <p>19. To collect a urine specimen from a catheter, it is important to use A. _____ to prevent contamination of the B. _____ while obtaining the specimen.</p> |
| <p>20. _____ _____</p> | <p>20. For a 24-hour urine specimen, preserve the urine by the use of _____ or _____.</p> |
| <p>21. _____</p> | <p>21. For the most accurate results, when should a stool specimen be examined?</p> |
| <p>22. _____</p> | <p>22. If a patient is on an I & O record, what must be done before a urine specimen is sent to the lab?</p> |
| <p>23. _____ _____ _____ _____ _____</p> | <p>23. List five (5) facts that should be recorded on the label and/or lab requisition for all stool or urine specimens.</p> |
| <p>24. _____</p> | <p>24. Why are urine and stool specimens placed in special biohazard bags before being transported to a laboratory for testing?</p> |

Test Chapter 22:11 Enemas and Rectal Treatments

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. An enema is an injection of fluid into the small intestine. |
| T | F | 2. Both retention and nonretention enemas can be given to help expel stool and flatus. |
| T | F | 3. Soap-solution enemas (SSE) irritate the intestines, so they are not used as frequently as normal saline or tap-water enemas. |
| T | F | 4. Usually about 750 to 1,000 mL of solution is given for a cleansing enema. |
| T | F | 5. Disposable enemas usually contain about 500 mL of solution. |
| T | F | 6. The solution in a disposable enema draws fluid from the body to stimulate peristalsis and elimination of stool. |
| T | F | 7. The main purpose of an oil-retention enema is to soften feces so it can be expelled. |
| T | F | 8. Mineral or olive oil is used for an oil-retention enema. |
| T | F | 9. The patient should be encouraged to take short panting breaths while an enema is given. |
| T | F | 10. An infiltration is a hard mass of fecal material lodged in the intestine or rectum. |
| T | F | 11. Rectal tubes should be inserted six to eight inches into the rectum. |
| T | F | 12. Rectal tubes are inserted to aid in the expulsion of flatus. |
| T | F | 13. Rectal tubes are usually left in place for 20 to 30 minutes. |
| T | F | 14. Suppositories have a base material of cocoa butter or glycerine that melts when inserted into the body. |
| T | F | 15. The solution for a tap-water enema should be 105°F, or 41°C. |
| T | F | 16. To prepare an SSE, stir the soap into the solution gently to avoid formation of suds. |
| T | F | 17. The irrigation can for a normal saline cleansing enema should be held about 18 to 24 inches above the level of the anus. |
| T | F | 18. To increase the rate of flow while giving an enema, lower the level of the irrigation can. |
| T | F | 19. Overuse of enemas can be dangerous because minerals and electrolyte levels can be depleted. |
| T | F | 20. The tubing and the tip of an enema irrigation set should not contain any air when an enema is given. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|---|
| 21. A. _____ B. _____ | 21. The usual amount of solution for an oil-retention enema is A._____, and it should be retained for B._____. |
| 22. A. _____ B. _____ C. _____ | 22. Enemas are usually given to a patient in the A._____ position. This encourages the solution to flow from the B._____ to the C._____ portion of the colon. |
| 23. _____ _____ _____ | 23. List three (3) reasons suppositories are given. |
| 24. _____ _____ _____ | 24. List three (3) things you should observe about the stool expelled after you give an enema to a patient. |
| 25. _____ | 25. Why is normal saline usually the preferred solution for a cleansing enema? |
| 26. _____ | 26. Create a sample of charting that might be done after a normal saline enema has been given. Include all essential information. |

Test Chapter 22:12 Restraints

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Chemical restraints are protective devices that limit a patient’s movements. |
| T | F | 2. OBRA legislation has clearly defined limitations to the use of restraints. |
| T | F | 3. At times, patients with itching skin conditions must have their hands restrained to prevent scratching. |
| T | F | 4. Limb restraints can be attached to siderails on a bed. |
| T | F | 5. Self-release belt restraints are considered to be less restrictive because the patient can release the belt. |
| T | F | 6. Straps or safety belts and restraint jackets can interfere with breathing. |
| T | F | 7. Restraints should be used only when all other means of obtaining the patient’s cooperation have failed. |
| T | F | 8. Patients should be allowed to move as much as possible when restraints are applied. |
| T | F | 9. The patient should be told why restraints are being applied even if the patient is irrational or confused. |
| T | F | 10. To apply a limb restraint, pull both ends of the straps through the tab or ring on the restraint. |
| T | F | 11. Slip four fingers under a limb restraint before securing it to make sure it is not too tight. |
| T | F | 12. A square knot should be used to tie the loose end of the restraint. |
| T | F | 13. If restraints are applied too tightly, they can cause contractures. |
| T | F | 14. All restraints must be removed every two hours for at least 30 minutes. |
| T | F | 15. Circulation below a limb restraint must be checked every hour. |
| T | F | 16. Patients must be measured carefully to make sure the correct size jacket restraint is used. |
| T | F | 17. Hand mitts can be used to prevent patients from pulling on lines and tubes. |
| T | F | 18. When restraints are removed, range-of-motion exercises and skin care must be provided. |
| T | F | 19. The unnecessary application of a restraint can be considered false imprisonment. |
| T | F | 20. Manufacturers’ recommendations must be followed when applying any kind of restraint. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 21. _____ _____ _____ | 21. List three (3) things that must be included in the physician’s order for a restraint. |
| 22. _____ _____ _____ | 22. List three (3) complications of restraints |
| 23. A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ | 23. Signs of poor circulation include a blue color called A._____, B._____ temperature of the skin, swelling or C._____, a/an D._____ or E._____ pulse, and patient complaints of F._____ or G._____. |
| 24. _____ | 24. When should restraints be removed from a patient? |

Test Chapters 22:13–22:14 Operative Care, Surgical Hose, and Binders

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Every patient scheduled for surgery will have some fears. |
| T | F | 2. Operative permits must be witnessed by a legally authorized individual. |
| T | F | 3. Prior to surgery, the patient’s name band should be checked for accurate information. |
| T | F | 4. The Centers for Disease Control and Prevention (CDC) is concerned that shaving the skin prior to surgery can cause superficial cuts that lead to infection. |
| T | F | 5. Many disposable skin preparation kits contain a sponge saturated with soap. |
| T | F | 6. To shave an operative site prior to surgery, shave opposite the direction of hair growth. |
| T | F | 7. After the operative site has been shaved, use a flashlight or other light to check for remaining hairs. |
| T | F | 8. A Hibiclens bath uses a cleanser that removes bacteria from the skin to prevent it from entering the surgical incision |
| T | F | 9. A woman with long hair should use hair pins to hold the hair in place under a surgery cap. |
| T | F | 10. A patient’s valuables should be given to a relative before a patient is taken to surgery. |
| T | F | 11. A patient is awake when a general anesthetic is used for surgery. |
| T | F | 12. After a spinal anesthetic, a common postoperative problem is nausea and vomiting. |
| T | F | 13. Patients should be encouraged to cough and deep-breathe after surgery. |
| T | F | 14. A postoperative bed is identical to an open bed except that the top sheets are folded to the side of the bed. |
| T | F | 15. When surgical hoses are too tight, they interfere with circulation. |
| T | F | 16. A standard measuring tape can be used to measure a patient for all brands of surgical hose. |
| T | F | 17. Binders are used to hold dressings in place or to provide support. |
| T | F | 18. Binders should fit tightly to provide the best support. |
| T | F | 19. Fasten a binder from the top to the bottom. |
| T | F | 20. Montgomery straps are often applied when dressings must be changed frequently at the surgical site. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|---|
| 21. _____ _____ _____ | 21. List three (3) laboratory tests that may be ordered before surgery. |
| 22. _____ _____ _____ _____ | 22. List six (6) different aspects of care that must be done preoperatively. |
| 23. _____ _____ _____ | 23. Name three (3) pieces of equipment or supplies that may be placed by the bedside when a postoperative unit is prepared. |
| 24. _____ _____ _____ _____ | 24. After surgery, a patient must be checked frequently. List five (5) factors that must be checked on a postoperative patient. |
| 25. _____ | 25. What are PCAs? Why are they used? |
| 26. _____ | 26. What is the purpose of sequential compression devices (SCDs) or compression hose? |

Test Chapter 22:15 Administering Oxygen

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Some states prohibit an assistant from administering oxygen. |
| T | F | 2. The blood's supply of oxygen is normally obtained from the air. |
| T | F | 3. Hypoxia is a condition caused by high doses of oxygen. |
| T | F | 4. Signs of oxygen shortage are rapid and shallow respirations, slow pulse, restlessness, and cyanosis. |
| T | F | 5. In cases of emergency, oxygen can be started before the physician is notified. |
| T | F | 6. Most rescue teams have specific orders to administer oxygen. |
| T | F | 7. Oxygen tents are used for small children who do not cooperate well with other methods. |
| T | F | 8. The patient must be instructed to breathe through the nose when oxygen is administered by cannula or mask. |
| T | F | 9. Oxygen by nasal cannula provides the highest concentration of oxygen. |
| T | F | 10. A nasal cannula is a long, narrow plastic or rubber tube that is passed through a nostril to the pharynx. |
| T | F | 11. Masks should never be used with oxygen flow rates below 5 liters per minute. |
| T | F | 12. Moisture tends to accumulate inside an oxygen mask, so frequent skin care to the face is necessary. |
| T | F | 13. Pure oxygen is very drying and can damage mucous membranes. |
| T | F | 14. Oxygen explodes if it comes in contact with open flames. |
| T | F | 15. Wool blankets should be used when oxygen is being administered because they cause less static electricity. |
| T | F | 16. Never use nail polish remover or adhesive tape remover when a patient is receiving oxygen. |
| T | F | 17. To administer oxygen by mask, position the mask securely on the patient before turning on the oxygen flow. |
| T | F | 18. A pulse oximeter measures the level of oxygen in venous blood. |
| T | F | 19. When a pulse oximeter is used, a photo-detector probe is clipped on the patient's finger or ear lobe. |
| T | F | 20. Never operate oxygen equipment until you have been specifically instructed on how to use it. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|-----------------------------|--|
| 21. _____ _____ _____ | 21. List the three (3) main methods for administering oxygen. Include the usual flow rate for each method. |
| 22. _____ | 22. Lack of oxygen can cause brain damage in _____ minutes. |
| 23. A. _____ B. _____ | 23. Oxygen must be A. _____ by passing it through water. The humidifier is usually filled with B. _____ water. |
| 24. _____ _____ _____ | 24. List four (4) safety rules that must be followed when oxygen is in use. |
| 25. _____ _____ _____ | 25. Name three (3) special points that must be checked or care that must be done frequently for a patient who is receiving oxygen. |
| 26. _____ | 26. How does an oxygen concentrator differ from an oxygen cylinder? |

Test Chapter 22:16 Giving Postmortem Care

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Postmortem care is the care given to the body immediately after death. |
| T | F | 2. A health care worker must learn to control his or her emotions and should not cry when a patient dies. |
| T | F | 3. Patient's rights still apply after death. |
| T | F | 4. The personal inventory and valuables lists prepared on admission are often used to make sure all personal items are present after a person dies. |
| T | F | 5. Valuables are usually left in the safe or with security until a family member signs for them. |
| T | F | 6. Jewelry is usually left on the body unless family members want it removed. |
| T | F | 7. The removal of tubes and IVs after a patient's death is usually the responsibility of the health care assistant. |
| T | F | 8. Elevate the head of the bed 30 degrees before the family views the body. |
| T | F | 9. A bluish-purple discoloration of the skin occurs in dependent areas of the body after death. |
| T | F | 10. If the eyes do not remain shut, a moist cotton ball can be placed on each eye. |
| T | F | 11. The bowels and bladder may empty after death, so an underpad or padding should be placed under the buttocks. |
| T | F | 12. The body must be handled carefully because pressure from the hands can leave marks on the body. |
| T | F | 13. Dentures are removed from the patient's mouth immediately after death and stored in a denture cup. |
| T | F | 14. If a family wants to view the body, a staff member should remain with them to provide emotional support. |
| T | F | 15. Standard precautions must be observed at all times while providing postmortem care. |
| T | F | 16. A chin strap can be used to hold the mouth shut. |
| T | F | 17. In some health care facilities, morgue personnel provide postmortem care and remove the body. |
| T | F | 18. Funeral home personnel must be instructed to pick up the body in the morgue, not in the patient's unit. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|---|--|
| 19. _____ _____ _____ _____ _____ | 19. List five (5) items that are usually present in a morgue kit. |
| 20. _____ _____ _____ | 20. Where are the three (3) identification tags usually placed? |
| 21. A. _____ B. _____ | 21. Make sure doors to other patients' rooms are A. _____ and the corridor is B. _____ before transporting the body to the morgue. |
| 22. _____ | 22. If a wedding ring is present on the body and the family wants it left there, what should you do? |

Test Chapter 23:1 Performing Range-of-Motion (ROM) Exercises

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|---------------------|
| _____ 1. Moving arm straight in to side | A. Abduction |
| _____ 2. Turning forearm and hand so palm of hand is down | B. Adduction |
| _____ 3. Bending forearm and hand up to shoulder | C. Circumduction |
| _____ 4. Bending top of hand back toward forearm | D. Dorsiflexion |
| _____ 5. Moving hand to the thumb side | E. Eversion |
| _____ 6. Straightening lower leg away from the upper leg | F. Extension |
| _____ 7. Turning foot inward | G. Flexion |
| _____ 8. Separating the toes or moving them away from each other | H. Hyperextension |
| _____ 9. Swinging the arm in a circle | I. Inversion |
| _____ 10. Turning head gently from side to side | J. Plantar flexion |
| _____ 11. Turning a body part upward | K. Pronation |
| _____ 12. Moving a body part toward the midline | L. Radial deviation |
| | M. Rotation |
| | N. Supination |
| | O. Ulnar deviation |

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 13. Range-of-motion (ROM) exercises are done to maintain the health of the musculoskeletal system. |
| T | F | 14. A contracture is a lengthening of a muscle that results in a permanent flexing of a joint. |
| T | F | 15. Inactivity causes a loss of minerals, especially calcium, from the bones. |
| T | F | 16. Passive ROM exercises strengthen muscles, maintain joint function and movement, and help prevent deformities. |
| T | F | 17. Active assistive ROMs are performed when another person moves each joint for a patient who is not able to exercise. |
| T | F | 18. Movements should be slow, smooth, and gentle to avoid injury. |
| T | F | 19. To be effective, exercise of a joint should be done until mild pain or discomfort develops. |
| T | F | 20. Each movement of ROMs should be performed three to five times or as ordered. |
| T | F | 21. Circumduction involves all of the movements of flexion, extension, abduction, adduction, and rotation. |
| T | F | 22. Use good body mechanics by keeping the feet close together to provide a good base of support. |
| T | F | 23. In some states, only physical therapists and registered nurses may perform ROM exercises to the head and neck. |
| T | F | 24. Opposition means moving a body part in a direction opposite to its normal movement. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------------------------------|--|
| 25. _____ _____ _____ _____ | 25. List five (5) problems caused by lack of movement and inactivity. |
| 26. _____ | 26. How are active ROMs performed? |
| 27. _____ _____ | 27. What body parts should be supported when a joint is being exercised? |

Test Chapter 23:2 Ambulating Patients Who Use Transfer (Gait) Belts, Crutches, Canes, or Walkers

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|--|
| T | F | 1. Crutches are usually prescribed by a physical therapist. |
| T | F | 2. If crutches apply pressure to the axillary area, blood vessels and nerves can be injured. |
| T | F | 3. Patients should wear shoes with a 2 to 2 1/2 inch heel while using crutches, a cane, or a walker. |
| T | F | 4. To fit a patient for crutches, place the crutches 2 inches in front of the patient and 2 inches to the side. |
| T | F | 5. A three-point gait should be taught when the patient can bear weight on both legs. |
| T | F | 6. The fastest gait for crutch walkers is the swing-to gait. |
| T | F | 7. A swing-to gait requires that the patient have more shoulder and arm strength. |
| T | F | 8. A tripod cane has four legs for support. |
| T | F | 9. A cane should be used on the weak or injured side. |
| T | F | 10. The cane handle should be level with the top of the femur. |
| T | F | 11. To go up steps with a cane, step up with the unaffected or strong leg first. |
| T | F | 12. While a patient is using a walker, the assistant should walk to the side and slightly behind the patient. |
| T | F | 13. The patient should be told to lift a walker and place the back legs of the walker even with the toes. |
| T | F | 14. The patient should not try to take too large a step when using crutches or a cane. |
| T | F | 15. When a patient experiences problems during ambulation, this should be reported to the immediate supervisor or therapist. |
| T | F | 16. A transfer (gait) belt helps provide a patient with a sense of security and stabilizes the patient's center of balance. |
| T | F | 17. A transfer belt should fit tightly around the patient's waist to provide the best support. |
| T | F | 18. If loops are not present on a transfer belt, an underhand grasp should be used to hold on to the belt. |
| T | F | 19. A transfer belt should be applied over bare skin so it does not slip against clothing. |
| T | F | 20. If a patient starts to fall during ambulation, gently ease the patient to the floor, taking care to protect the head. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--------------|--|
| 21. A. _____ | 21. The length of crutches should be adjusted so there are A. _____ |
| B. _____ | between the armpit and axillary bar. The handpiece is adjusted so the elbows are flexed at a/an B. _____ angle. |
| 22. _____ | 22. Describe all of the steps of a four-point gait in the order in which they should occur. |
| _____ | |
| _____ | |
| 23. _____ | 23. What is the function of the rubber suction tip on the bottom of a cane? |
| 24. A. _____ | 24. While using crutches, a patient who can bear weight on only one leg is usually taught the A. _____ gait first. After this gait is mastered, the patient is then taught the B. _____ gait and then the C. _____ gait. |
| B. _____ | |
| C. _____ | |
| 25. _____ | 25. Why should a patient be cautioned against sliding the walker? |

Test Chapter 23:3 Administering Heat/Cold Applications

True-False: Circle T if the statement is true. Circle F if the statement is false.

- | | | |
|---|---|---|
| T | F | 1. Both cold and heat applications are applied to relieve pain. |
| T | F | 2. Ice bags or collars are a dry cold application. |
| T | F | 3. Warm-water bags and aquathermia pads are moist heat applications. |
| T | F | 4. Heat applications cause vasoconstriction. |
| T | F | 5. When blood vessels dilate, they get larger and bring more blood to the area. |
| T | F | 6. Hydrocollator packs or paraffin wax treatments are frequently applied prior to ROM exercises. |
| T | F | 7. Ice bags should be filled 3/4 full. |
| T | F | 8. A sitz bath is used to provide warm, moist heat to the perineal and rectal area. |
| T | F | 9. A doctor's order is required before any heat or cold application is applied to a patient. |
| T | F | 10. A warm-water bag or ice bag must always be covered. |
| T | F | 11. The usual temperature for an aquathermia pad is 95°F to 105°F. |
| T | F | 12. Distilled water should be used in an aquathermia unit. |
| T | F | 13. A moist compress is covered with a plastic sheet or underpad. |
| T | F | 14. Most compresses are left in place for 30 minutes. |
| T | F | 15. A sitz chair can be filled with any temperature of water because it has an automatic temperature control. |
| T | F | 16. The holes on the tubing of a portable sitz bath unit should be positioned so they are facing straight up. |
| T | F | 17. The bag of a portable sitz bath unit should be filled with water at a temperature of 120°F, or 49°C. |
| T | F | 18. A sitz bath is usually given for 20 minutes or the specific length of time ordered by the doctor. |

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

- | | |
|--|---|
| 19. A. _____ B. _____ C. _____ D. _____ | 19. Moist cold applications are A. _____ and B. _____ against the skin. Dry heat applications are C. _____ and D. _____ against the skin. |
| 20. _____ | 20. What should you do if you notice the skin becomes mottled and discolored while an ice bag is in place? |
| 21. A. _____ B. _____ C. _____ | 21. Temperature for a warm-water bag should not exceed A. _____. Fill the warm-water bag B. _____ full. Expel C. _____ before closing the warm-water bag. |
| 22. A. _____ B. _____ | 22. Define: A. cryotherapy B. thermotherapy |
| 23. _____ _____ _____ | 23. List three (3) points that must be checked while an aquathermia pad is positioned on a patient. |
| 24. _____ | 24. What should you do if a patient complains of weakness or dizziness while taking a sitz bath? |
| 25. _____ _____ _____ | 25. List three (3) points that should be recorded or reported when a sitz bath is given. |

Test Chapter 24 Business and Accounting Skills

Matching: Place the letter of the correct term in Column B in the space next to the definition of the term in Column A.

| Column A | Column B |
|--|---------------------------|
| _____ 1. Names placed in order for filing | A. Automated routing unit |
| _____ 2. Record of a telephone message | B. Check |
| _____ 3. Basic reference information on a patient | C. Collection |
| _____ 4. Letter asking a patient to pay his or her account | D. Day sheet |
| _____ 5. Letter seeking some information | E. Deposit slip |
| _____ 6. Name and address of person to whom letter is being sent | F. Electronic mail |
| _____ 7. Section of letter stating "Dear Mr. . . ." | G. Endorsement |
| _____ 8. Initials at bottom of a letter | H. Heading |
| _____ 9. Daily record of patients seen, charges incurred, and payments received | I. Indexed |
| _____ 10. Financial record of a patient's account | J. Inquiry |
| _____ 11. Person writing a check | K. Inside address |
| _____ 12. Signature of person cashing a check | L. Ledger card |
| _____ 13. Record of money or goods received | M. Memorandum |
| _____ 14. Record of checks and cash put in a bank | N. Originator |
| _____ 15. Uses a computer and a network to send and receive digital messages | O. Receipt |
| _____ 16. System that allows a large number of telephone calls to be answered at the same time | P. Reference initials |
| | Q. Salutation |
| | R. Statement-receipt |
| | S. Statistical data |
| | T. Subject line |
| | U. Voice mail |

True-False: Circle T if the statement is true. Circle F if the statement is false.

| | | |
|---|---|--|
| T | F | 17. A correct filing method allows records to be stored safely and protects them as legal records. |
| T | F | 18. A numerical filing system requires a cross-index or reference. |
| T | F | 19. Color-coded indexing helps prevent errors in filing. |
| T | F | 20. The <i>B. Majors Company</i> would be filed as <i>Majors, B., Company</i> . |
| T | F | 21. The <i>American Dental Association</i> would be filed as <i>Dental, American, Medical</i> . |
| T | F | 22. <i>Furchinosky</i> would be filed before <i>Furchiniochy</i> . |
| T | F | 23. <i>Saintorum</i> would be filed before <i>St. James</i> . |
| T | F | 24. The <i>2nd Street Medical Supply</i> would be filed in a special numerical file in the 2s. |
| T | F | 25. When a zero falls before other numbers, the zero is disregarded when filed in a numerical system. |
| T | F | 26. Always answer the telephone promptly, even on the first ring if possible. |
| T | F | 27. Put the telephone mouthpiece about three to four inches from your mouth. |
| T | F | 28. Always allow the caller to hang up the telephone first. |
| T | F | 29. A buffer period in an appointment schedule can be used for emergency appointments. |
| T | F | 30. HIPAA prohibits placing identifiable information such as social security numbers on the outside of a patient's chart. |
| T | F | 31. Some agencies send bills when patients do not keep an appointment. |
| T | F | 32. No information is released from medical records without the written consent of the patient. |
| T | F | 33. If a mother-in-law has diabetes, you would enter this under family history. |
| T | F | 34. A paging system allows two-way communication between people. |
| T | F | 35. In modified block style, all parts of the letter are typed at the left margin. |
| T | F | 36. The two-letter state abbreviation for Vermont is <i>Vt</i> . |
| T | F | 37. Some agencies use communication forms or superbills to avoid completing specific insurance forms. |
| T | F | 38. A telephone triage system can be used to deal with emergency calls and to determine when a patient should be scheduled for an appointment. |

Test Chapter 24 Business and Accounting Skills

Completion: In the space provided, print the word or words that best complete the statement or answer the question.

39. Place the following names in correct alphabetical filing order. Place a 1 by the name that should come first, a 2 by the name that should come second, and so forth.

| | | |
|-------------------------------------|----------------------------|--------------------|
| _____ Joe Smith, DDS, (Bath, Ohio) | _____ Joe Smithe | _____ Joe J. Smith |
| _____ Joe Smith, MD, (Boise, Idaho) | _____ Joe O'Smith | _____ Joseph Smith |
| _____ Joe St. Smith | _____ Joseph J. Smith, Jr. | _____ J. J. Smith |

40. File the following numbers in two terminal digit systems. Place the numbers in correct filing order in the space provided. Numbers: 89-30, 89-29, 76-30, 85-29, 75-30, 86-30, 76-29, 87-29, 84-30, and 75-29.

System 1

System 2

- | | |
|---|---|
| <p>41. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> | <p>41. Reword the following phrases so they follow correct rules for telephone technique.</p> <p>A. "Hello."</p> <p>B. "What do you want?"</p> <p>C. "The therapist is eating lunch."</p> |
| <p>42. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>42. List five (5) types of information that should be included on all telephone messages or memorandums.</p> |
| <p>43. _____</p> <p>_____</p> <p>_____</p> | <p>43. List four (4) ways to meet legal and confidential requirements while using a fax (facsimile) machine.</p> |
| <p>44. _____</p> <p>_____</p> <p>_____</p> | <p>44. When a patient schedules an appointment, repeat the _____, _____ and _____ of the appointment to the patient.</p> |
| <p>45. _____</p> <p>A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> | <p>45. Name the section (general statistical data, family history, past history, personal history, present illness, or physical examination) of the medical history form that would contain the following patient information:</p> <p>A. Patient's name, address, and insurance company</p> <p>B. Personal habits such as smoking and alcohol use</p> <p>C. Patient's mother had epilepsy</p> <p>D. Patient had appendectomy at age 18</p> <p>E. Patient is experiencing severe headaches</p> |
| <p>46. A. _____</p> <p>B. _____</p> <p>C. _____</p> <p>D. _____</p> <p>E. _____</p> <p>F. _____</p> <p>G. _____</p> | <p>46. What do the following abbreviations mean on a medical record?</p> <p>A. l and w C. D E. NA G. O</p> <p>B. W D. M F. d in 1982</p> |

Test Chapter 24 Business and Accounting Skills

47. A. _____
 B. _____
 C. _____
47. The person to whom the insurance contract has been issued is called the A._____. Before accepting an insurance form from a patient, make sure the patient's B._____ is in all required spaces. Answer all C._____ on the form.
48. _____
 A. _____
 B. _____
48. On an insurance form, two sources are used to locate the correct codes.
 A. What is the name of the book used to determine diagnosis codes?
 B. What is the name of the book used to determine codes for procedures and services?
49. _____
 A. _____
 B. _____
49. What do the following abbreviations mean on an insurance form?
 A. NPI
 B. PIN
50. _____
50. The current balance due on Louise Simmers' ledger card is \$123.80. Calculate the balance after the following transactions occur.
 Office Visit: charge of \$140.00, payment of \$55.00
 Laboratory Tests: charge of \$182.00, payment of \$44.00
 Insurance ROA: \$208.76
51. _____
51. The current balance due on Latasha Morgan's ledger card is \$298.55. Calculate the balance after the following transactions occur.
 Oral Exam: charge of \$73.90, payment of \$20.00
 Radiographs: charge of \$106.00, payment of \$45.00
 2 Amalgam Restorations: charge of \$97.50 each, payment of \$40.00
 Insurance ROA: \$415.45
52. _____
52. Dr. Wealthy has a current balance of \$1,922.24 in his checking account. Calculate the balance after the following transactions.
 Checks written:
 Check #402: \$128.00 Check #403: \$28.32
 Check #404: \$36.98 Check #405: \$154.18
 Deposit made: Cash: \$242.38 and checks: \$32.00, \$147.32, \$48.22
53. _____
53. Ace Medical Laboratory has a current balance of \$3,541.86 in its checking account. Calculate the balance after the following transactions.
 Check #1058: \$165.92 Check #1060: \$58.00
 Check #1059: \$486.25 Check #1061: \$1,542.98
 Deposit made: Cash: \$748.70 and checks: \$48.00, \$121.79, \$465.90
54. _____
54. What would the amount on a deposit slip be if the following amounts were deposited in an account?
 Coins: 23 pennies, 21 nickels, 18 dimes, 42 quarters
 Currency: 56 \$1 bills, 30 \$5 bills, 26 \$10 bills, 9 \$20 bills
 Checks: \$123.50, \$78.65, \$1,198.00

Answer Key for Tests

CHAPTER 1 HISTORY AND TRENDS OF HEALTH CARE

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. D | 6. J | 11. F | 16. T | 21. F | 26. T | 31. F |
| 2. G | 7. K | 12. F | 17. F | 22. F | 27. F | 32. F |
| 3. M | 8. L | 13. T | 18. T | 23. F | 28. T | 33. F |
| 4. A | 9. N | 14. T | 19. F | 24. T | 29. T | 34. F |
| 5. F | 10. E | 15. F | 20. T | 25. T | 30. T | 35. T |
36. Omnibus Budget Reconciliation Act (OBRA) of 1987
37. Diagnostic related groups (DRGs)
38. World Health Organization (WHO)
39. A. Cost containment: trying to control rising cost of health care; B. Wellness: emphasis on state of being in optimum health; C. Geriatric care: increased care for elderly individuals because of longer life spans; D. Home health care: need for providing care in home because of shorter hospital stays; E. Alternative methods of health care: individuals seek other types of treatment, such as acupuncture, positive thought, and therapeutic touch
40. (Any 2) Cost, insured people may pay more, lack of free choice in choosing health care providers, regulations that have to be created
41. (Any 3) Avian (*H5N1*), or bird, flu; SARS; monkeypox; filoviruses (Ebola or Marburg)
42. (Any 3) Education, vaccine production, antiviral drugs, development of protective public health measures, international cooperation
43. Physical, social, spiritual
44. Superbugs or drug-resistant bacteria

CHAPTER 2 HEALTH CARE SYSTEMS

- | | | | | | |
|------|-------|-------|-------|-------|-------|
| 1. H | 6. K | 11. F | 16. F | 21. F | 26. T |
| 2. I | 7. E | 12. T | 17. T | 22. T | 27. F |
| 3. C | 8. A | 13. T | 18. F | 23. F | 28. T |
| 4. G | 9. D | 14. T | 19. T | 24. T | 29. T |
| 5. B | 10. L | 15. F | 20. T | 25. T | 30. T |
31. (Any 3) Diagnosis, treatment for disease, examinations, basic laboratory tests, minor surgery
32. Hospice
33. (Any 3) Homemaking, nursing care, personal care, physical therapy
34. Centers for Disease Control and Prevention (CDC)
35. Inspections for environmental health, clinics for health care, collect statistics
36. Individuals over 65 years old
37. World Health Organization
38. Workers' compensation
39. TRICARE
40. Occupational Safety & Health Administration (OSHA)
41. \$800
42. Create a more organized and competitive market for insurance offering a choice of plans to individuals and small businesses; establish common rules regarding the offering and pricing of insurance

CHAPTER 3 CAREERS IN HEALTH CARE

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. N | 6. P | 11. V | 16. T | 21. F | 26. F | 31. F |
| 2. H | 7. M | 12. S | 17. F | 22. F | 27. F | 32. T |
| 3. R | 8. E | 13. I | 18. T | 23. F | 28. T | 33. F |
| 4. D | 9. C | 14. F | 19. F | 24. T | 29. F | 34. F |
| 5. J | 10. B | 15. K | 20. T | 25. T | 30. F | 35. T |
36. A. Entrepreneur
B. Obstetrician
C. Pediatrician
D. Psychiatrist
E. Radiologist
F. Periodontist
G. Orthodontist
H. Epidemiologist
I. Dental laboratory technician
J. Electrocardiograph technician
K. Electroencephalographic technologist
L. Medical laboratory technologist
M. Massage therapist
N. Health information technician
O. Health care administrator
P. Central/sterile supply worker
Q. Psychologist
R. Nurse midwife
S. Dietitian
T. Pharmacist
U. Recreational therapist
V. Athletic trainer
W. Perfusionist
X. Veterinarian
Y. Optometrist
Z. Genetic counselor

CHAPTER 4 PERSONAL AND PROFESSIONAL QUALITIES OF A HEALTH CARE WORKER

- | | | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1. K | 6. J | 11. L | 16. T | 21. T | 26. T | 31. T | 36. F | 41. T | 46. T |
| 2. G | 7. B | 12. D | 17. F | 22. F | 27. T | 32. T | 37. T | 42. T | 47. F |
| 3. A | 8. H | 13. T | 18. F | 23. T | 28. F | 33. T | 38. T | 43. T | 48. F |
| 4. I | 9. C | 14. T | 19. T | 24. F | 29. T | 34. T | 39. T | 44. T | 49. F |
| 5. E | 10. F | 15. T | 20. T | 25. T | 30. F | 35. T | 40. T | 45. F | 50. T |
51. (Any 4) Diet, exercise, rest, good posture, avoid use of tobacco and drugs
 52. Check agency policy
 53. (Any 3) Daily bath/shower, use deodorant, oral hygiene, clean undergarments
 54. Frequent laundering is necessary
 55. (Any 3) Clean, neat, styled attractively, easy to care for, no extreme styles, pinned back off collar
 56. Interferes with patient care and detracts from professional appearance
 57. (Any 2) Avoid injury to patients, avoid transmission of germs, prevent tearing gloves
 58. Sender, message, receiver
 59. Allows sender to evaluate how message was interpreted and to make any necessary adjustments or clarifications
 60. (Any 3) Beliefs and practices regarding health and illness, language differences, eye contact, ways of dealing with terminal illness, touch
 61. Democratic, laissez-faire, autocratic
 62. Stop, breathe, reflect, choose
 63. Subjective observations cannot be seen or felt; objective observations can be seen and measured
 64. System of practical skills that allows an individual to use time in the most effective and productive way possible

CHAPTER 5 LEGAL AND ETHICAL RESPONSIBILITIES

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. M | 6. H | 11. F | 16. T | 21. F | 26. T | 31. T |
| 2. A | 7. K | 12. T | 17. T | 22. T | 27. F | 32. T |
| 3. J | 8. F | 13. T | 18. T | 23. F | 28. F | 33. F |
| 4. C | 9. G | 14. F | 19. T | 24. F | 29. T | 34. T |
| 5. E | 10. I | 15. T | 20. F | 25. F | 30. T | 35. F |
36. A. civil law B. criminal law
 37. A. abuse B. negligence C. invasion of privacy D. assault and battery E. defamation
 38. Offer, acceptance, consideration
 39. Minor, unconscious individual, mentally incompetent person
 40. (Any 3) Births, deaths, communicable diseases, injuries caused by violence
 41. A. ethics B. equally C. confidentiality D. immoral E. competent
 42. A. information B. refuse C. reasonable response D. privacy E. examine
 43. Omnibus Budget Reconciliation Act of 1987
 44. A. advance directives B. living will C. designation of health care surrogate
D. Patient Self-Determination Act (PSDA)
 45. A. trained B. authorization C. identify D. consent E. safety F. error
 46. Health Insurance Portability and Accountability Act
 47. Electronic medical record exchange
 48. (Any 2) Quick access to patient records, better coordinated care across different health care facilities, reduction in cost

CHAPTER 6:1 USING MEDICAL ABBREVIATIONS

1. Vital signs: Temperature, pulse, respiration, and blood pressure three times a day
2. Nothing by mouth at 12 midnight before surgery
3. Height and weight in the morning
4. 2 cubic centimeters intramuscular injection left upper quadrant
5. Electrocardiogram in emergency room immediately
6. Do culture and sensitivity for Gonococcus
7. Force fluids and record intake and output
8. Two drops in both ears before meals and at bedtime
9. One-half tablet by mouth three times a day every four hours
10. Bedrest with bathroom privileges only
11. To laboratory for complete blood count, fasting blood sugar, blood urea nitrogen
12. Take apical pulse in coronary care unit
13. Check potassium, sodium, chloride, iron, and phosphorus
14. Liter soap solution enema whenever necessary for bowel movement
15. Oxygen if necessary for shortness of breath
16. Diagnosis: coronary artery disease and non-insulin dependent diabetes mellitus
17. Nursing office supervises registered nurse, licensed practical nurse, nurse aide, and student practical nurse
18. To physical therapy for range-of-motion and ambulate with crutches

19. Do barium enema, gallbladder, gastrointestinal, kidney, ureter, bladder, and intravenous pyelogram X-rays
20. Discontinue 1,000 milliliters 5% dextrose in water by intravenous solution
21. Take axillary or rectal temperature after tonsillectomy and adenoidectomy
22. Collect urine specimen for specific gravity and phenylketonuria
23. Complains of constipation, give 30 milliliters milk of magnesia or laxative of choice
24. Up in wheelchair as desired
25. A medical doctor can specialize in obstetrics or gynecology
26. Do blood work including red blood cell count, hematocrit, hemoglobin, and erythrocyte sedimentation rate
27. Give following directions: 500 milligrams calcium (1 capsule) by mouth twice a day every 12 hours
28. Rule out cerebrovascular accident, do electroencephalogram in outpatient department
29. An emergency medical technician does cardiopulmonary resuscitation to avoid dead on arrival
30. 2 teaspoons syrup by mouth
31. Diagnosis: chronic obstructive pulmonary disease, oxygen whenever necessary, intermittent positive pressure breathing every 12 hours
32. Force fluids clear liquids to 240 milliliters every 2 hours
33. Bowel and bladder training, bathroom privileges every 2 hours
34. Etiology of acquired immunodeficiency syndrome is human immunodeficiency virus
35. Diagnosis: congestive heart failure without pulmonary edema, intake and output
36. Prescription: 3 tablets by mouth three times a day every 8 hours
37. Complete bed rest with bedside commode whenever necessary
38. Fever of unknown origin, take temperature rectally every hour
39. Diagnosis: myocardial infarction, to coronary care unit
40. Centers for Disease Control and Prevention and National Institutes of Health are divisions of United States Department of Health & Human Services
41. Nothing by mouth after surgery; turn, cough, and deep-breathe every hour
42. To occupational therapy for activities of daily living
43. Diagnosis: transient ischemic attack, do arterial blood gas
44. Grain 10 aspirin whenever necessary for headache
45. 1,500 calorie diet as tolerated
46. Add 20 milliequivalent of potassium chloride to intravenous
47. Irrigate nasogastric tube with 2 ounces of normal saline after meals
48. Elevate head of bed 45 degrees if necessary for shortness of breath
49. Diagnosis: cerebrovascular accident, do an electroencephalogram, check neurological vital signs
50. Rule out sexually transmitted infections, do Papanicolaou test (smear) and serology for syphilis

CHAPTER 6:2 INTERPRETING WORD PARTS

- | | |
|--|--|
| 1. Eye instrument | 31. Flow or discharge of pus |
| 2. Less than normal urine | 32. Between the ribs |
| 3. Without nutrition | 33. Both sides |
| 4. False nerve tumor or swelling | 34. Enlarged vessels |
| 5. Large blood cell | 35. New motion |
| 6. Liver inflammation | 36. Across the skin |
| 7. Different kind or type | 37. Without speech |
| 8. Head pain | 38. Tracing or picture of muscle |
| 9. Person who studies the rectum | 39. Large eating or consuming |
| 10. High blood sugar | 40. Fear of water |
| 11. Inflammation of stomach/intestine | 41. Destruction, dissolving of stone |
| 12. Condition of gallbladder stones | 42. Blood in urine |
| 13. Rapid heart | 43. Cutting into the skull |
| 14. Study of tissue | 44. Heat poison |
| 15. Creation of an opening in trachea | 45. Swelling or tumor of bladder/bag |
| 16. Enlarged space or chamber of water | 46. Study of tumors |
| 17. Bone disease | 47. Expansion in air tubes in the lungs |
| 18. Instrument for recording the lung | 48. Pain in internal organs |
| 19. Difficult or painful breathing | 49. Diagnostic examination of the ear |
| 20. Lack of clotting cells | 50. Surgical repair of a tendon |
| 21. Surgical removal of the breast | 51. Two sides, double sides |
| 22. Inflammation around the brain | 52. Surgical removal of the uterus |
| 23. Surgical correction of a vein | 53. Tumor of bone and cartilage |
| 24. Causing death of poison | 54. Instrument for examining small objects |
| 25. Originating in kidney | 55. Condition of one arm |
| 26. Condition of narrowing in the nose | 56. Condition of blue |
| 27. Excessive or sudden monthly flow | 57. Red cell |
| 28. Condition of hardening in arteries | 58. Upon or over skin |
| 29. Person who studies the mind | 59. Without sensation |
| 30. Full of many fingers | 60. Decreased or deficient breathing |

34. Sympathetic decreases digestive activities, increases others; parasympathetic increases digestive activities, decreases others
35. Speech and language impairment
36. A. quadriplegia D. encephalitis G. hemiplegia J. cerebral palsy
 B. hydrocephalus E. cerebrovascular accident H. multiple sclerosis K. amyotrophic lateral sclerosis
 C. epilepsy F. shingles I. cerebrovascular accident L. carpal tunnel syndrome

CHAPTER 7:7 SPECIAL SENSES

1. D 6. A 11. I 16. T 21. F 26. F
 2. M 7. K 12. C 17. F 22. T 27. F
 3. L 8. Q 13. H 18. T 23. T 28. T
 4. G 9. J 14. N 19. F 24. T 29. T
 5. F 10. O 15. P 20. T 25. F 30. T
31. Cornea, aqueous humor, pupil, lens, vitreous humor
32. Sweet and salt on tip of tongue, sour on sides, bitter on back
33. A. glaucoma B. conjunctivitis C. strabismus D. astigmatism E. Meniere's disease
 F. otosclerosis G. myopia, hyperopia, or presbyopia H. otitis media I. macular degeneration
34. Conductive: occurs when sound waves are not carried to the inner ear; treatment is directed toward eliminating the cause, such as removing obstructions, treating infections, repairing ruptured tympanic membranes, replacing the stapes, or using hearing aids
 Sensory: occurs when there is damage to the inner ear or auditory nerve; treatment is limited, but a cochlear implant may help

CHAPTER 7:8 CIRCULATORY SYSTEM

1. G 6. E 11. F 16. T 21. T 26. F 31. F 36. T
 2. C 7. K 12. F 17. F 22. T 27. F 32. T 37. T
 3. J 8. F 13. F 18. F 23. F 28. T 33. T 38. T
 4. A 9. D 14. T 19. T 24. F 29. F 34. T
 5. B 10. I 15. F 20. T 25. T 30. T 35. T
39. Superior and inferior vena cava, right atrium, tricuspid valve, right ventricle, pulmonary valve, pulmonary arteries, lungs, pulmonary veins, left atrium, mitral valve, left ventricle, aortic valve, aorta, arteries, arterioles, capillaries, venules, veins
40. A. sinoatrial (SA) node B. atrioventricular (AV) node C. bundle of His D. right and left bundle branches
 E. Purkinje fibers

CHAPTER 7:9 LYMPHATIC SYSTEM

1. F 4. I 7. L 10. K 13. F 16. T 19. T
 2. E 5. B 8. D 11. T 14. T 17. T 20. T
 3. C 6. G 9. M 12. F 15. F 18. T
21. Carbon, cancer cells, pathogens, dead blood cells
22. Lymphocytes, antibodies
23. Produces leukocytes, destroys erythrocytes, destroys thrombocytes, filters metabolites
24. A. Hodgkin's lymphoma B. splenomegaly C. adenitis

CHAPTER 7:10 RESPIRATORY SYSTEM

1. E 6. I 11. J 16. F 21. F 26. T 31. F
 2. L 7. O 12. H 17. T 22. F 27. T 32. T
 3. K 8. B 13. F 18. F 23. T 28. T 33. F
 4. D 9. C 14. F 19. F 24. F 29. T 34. T
 5. M 10. A 15. T 20. F 25. T 30. F 35. F
36. Warm, filter, and moisten air
37. A. oxygen B. carbon dioxide
38. A. pneumonia C. influenza E. bronchitis G. laryngitis I. rhinitis
 B. epistaxis D. emphysema F. asthma H. sleep apnea
39. External respiration: exchange of oxygen and carbon dioxide between lungs and bloodstream, oxygen from alveoli enters blood, carbon dioxide from blood enters alveoli
 Internal respiration: exchange of oxygen and carbon dioxide between body cells and bloodstream, oxygen leaves blood and enters cells, carbon dioxide leaves cells and enters bloodstream
40. Cells use oxygen and nutrients to produce energy, water, and carbon dioxide

CHAPTER 7:11 DIGESTIVE SYSTEM

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. M | 6. B | 11. I | 16. T | 21. F | 26. T | 31. T |
| 2. J | 7. E | 12. A | 17. F | 22. F | 27. T | 32. F |
| 3. N | 8. G | 13. T | 18. T | 23. F | 28. T | 33. F |
| 4. C | 9. K | 14. F | 19. F | 24. T | 29. T | 34. T |
| 5. L | 10. D | 15. T | 20. F | 25. T | 30. T | 35. F |
36. Lubricates mouth, moistens food,
37. Kills bacteria, helps absorb iron
38. Stores glycogen, secretes bile, stores iron and vitamins, produces heparin, detoxifies substances
39. Produces insulin; secretes enzymes to digest carbohydrates, proteins, and fats
40. A. hernia C. diarrhea E. diverticulitis G. pancreatitis I. gastroesophageal reflux disease
 B. ulcer D. cirrhosis F. ulcerative colitis H. hepatitis B J. gastroenteritis

CHAPTER 7:12 URINARY SYSTEM

- | | | | | | | |
|------|------|-------|-------|-------|-------|-------|
| 1. K | 5. D | 9. H | 13. F | 17. F | 21. F | 25. F |
| 2. G | 6. B | 10. J | 14. F | 18. F | 22. T | |
| 3. E | 7. A | 11. T | 15. T | 19. F | 23. F | |
| 4. F | 8. I | 12. F | 16. T | 20. F | 24. T | |
26. Urea, uric acid, creatinine, mineral salts
27. 1,500 to 2,000 mL
28. A. polyuria B. anuria C. uremia D. cystitis E. pyelonephritis

CHAPTER 7:13 ENDOCRINE SYSTEM

- | | | | | | | |
|------|------|-------|-------|-------|-------|-------|
| 1. B | 5. A | 9. I | 13. T | 17. F | 21. T | 25. T |
| 2. L | 6. C | 10. K | 14. T | 18. F | 22. F | |
| 3. F | 7. E | 11. T | 15. F | 19. T | 23. F | |
| 4. H | 8. D | 12. T | 16. T | 20. F | 24. T | |
26. A. parathyroid C. pancreas E. pituitary G. testes I. thymus K. pineal
 B. ovary and placenta D. thyroid F. pituitary H. adrenal J. adrenal L. pituitary

CHAPTER 7:14 REPRODUCTIVE SYSTEM

- | | | | | | |
|------|-------|-------|-------|-------|-------|
| 1. G | 6. I | 11. T | 16. T | 21. T | 26. T |
| 2. K | 7. E | 12. T | 17. T | 22. T | 27. F |
| 3. H | 8. D | 13. T | 18. T | 23. F | 28. F |
| 4. F | 9. J | 14. T | 19. F | 24. F | 29. F |
| 5. C | 10. B | 15. F | 20. T | 25. F | 30. F |
31. A. endometriosis C. pubic lice E. AIDS G. gonorrhea
 B. prostatic hypertrophy D. pelvic inflammatory disease F. *Trichomonas vaginalis* H. syphilis

CHAPTER 8 HUMAN GROWTH AND DEVELOPMENT

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. I | 6. H | 11. B | 16. T | 21. T | 26. T | 31. T |
| 2. P | 7. E | 12. M | 17. F | 22. F | 27. F | 32. F |
| 3. J | 8. D | 13. F | 18. T | 23. T | 28. T | 33. T |
| 4. K | 9. O | 14. T | 19. T | 24. T | 29. T | 34. F |
| 5. L | 10. G | 15. T | 20. F | 25. T | 30. T | |
35. Physical, mental, emotional, social
36. Puberty
37. A. infancy D. early childhood G. adolescence J. early childhood
 B. late adulthood E. adolescence H. late childhood K. late childhood
 C. early childhood F. middle adulthood I. late adulthood L. late childhood
38. Denial: cannot accept, deny truth; anger: become hostile and bitter; bargaining: fight to achieve goals; depression: sad and withdrawn; acceptance: at peace, accept death
39. (in order) Physiological, safety and security, love and affection, esteem, self-actualization
40. A. daydreaming B. projection C. rationalization D. displacement E. compensation

CHAPTER 9 CULTURAL DIVERSITY

- | | | | | | |
|------|-------|-------|-------|-------|-------|
| 1. F | 6. J | 11. T | 16. T | 21. F | 26. T |
| 2. A | 7. B | 12. F | 17. F | 22. T | 27. T |
| 3. D | 8. O | 13. F | 18. F | 23. F | 28. F |
| 4. I | 9. L | 14. F | 19. T | 24. F | 29. T |
| 5. K | 10. M | 15. F | 20. T | 25. T | 30. T |

31. Holistic health care
32. A. matriarchal B. extended family
33. Eye contact, gestures, language, personal space, religion
34. Acupuncture, faith healing, organic foods, yoga
35. Christian Scientist, Jehovah's Witness
36. Buddhism, Russian Orthodox
37. Hinduism
38. A. listen C. prejudice E. ask questions G. religious beliefs I. adopt
B. bias D. stereotyping F. opinion H. spirituality J. respect
39. Ethnocentric
40. Stereotyping

CHAPTER 10 GERIATRIC CARE

- | | | | | | |
|------|-------|-------|-------|-------|-------|
| 1. H | 6. J | 11. T | 16. F | 21. F | 26. T |
| 2. K | 7. F | 12. F | 17. T | 22. T | 27. F |
| 3. O | 8. E | 13. T | 18. T | 23. T | 28. F |
| 4. L | 9. M | 14. T | 19. F | 24. T | 29. F |
| 5. C | 10. D | 15. F | 20. F | 25. T | 30. T |

31. A. arthritis B. emphysema C. glaucoma D. cerebrovascular accident E. arteriosclerosis F. delirium
32. Reality orientation
33. Religious
34. Physical, verbal, psychological
35. Ombudsman
36. Activities that help promote an awareness of time and place; no, not effective for all individuals; usually effective during early stages of confusion and disorientation; in later stages when the individual is not able to respond, RO can cause increased anxiety and agitation

CHAPTER 11 NUTRITION AND DIETS

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. I | 6. B | 11. F | 16. T | 21. F | 26. T | 31. T |
| 2. M | 7. K | 12. F | 17. F | 22. T | 27. T | 32. F |
| 3. C | 8. F | 13. F | 18. F | 23. T | 28. T | 33. T |
| 4. A | 9. D | 14. F | 19. F | 24. F | 29. T | 34. F |
| 5. G | 10. H | 15. T | 20. T | 25. T | 30. T | |

35. Cushion organs and bones, provide insulation
36. Build and repair tissues, regulate body functions
37. Digestion
38. A. vitamin D B. vitamin C C. vitamin E D. vitamin A E. vitamin K F. riboflavin
39. A. potassium B. chlorine C. calcium D. iron E. sodium F. iodine
40. A. full liquids B. sodium-restricted C. low-fiber D. high-protein E. diabetic
41. 2,250 calories
42. Check drawing of *MyPlate* to make sure it correlates with Figure 11-3A and that it includes the five food groups with correct proportions

CHAPTER 12 COMPUTERS AND TECHNOLOGY IN HEALTH CARE

- | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|
| 1. B | 6. L | 11. T | 16. T | 21. T | 26. T | 31. T | 36. F |
| 2. H | 7. K | 12. T | 17. F | 22. T | 27. F | 32. T | 37. F |
| 3. F | 8. C | 13. T | 18. F | 23. T | 28. F | 33. F | 38. F |
| 4. J | 9. D | 14. F | 19. T | 24. T | 29. T | 34. T | |
| 5. A | 10. G | 15. T | 20. F | 25. T | 30. F | 35. T | |

39. Information, diagnostic, treatment, monitoring, educational, research
40. Optical disks, keyboard, mouse, optical scanner, light pen, touch screen
41. Brachytherapy
42. Access codes, fingerprints, iris scan
43. A. central processing unit D. magnetic resonance imaging G. image-guided surgery
B. computerized tomography E. random-access memory H. positron emission tomography
C. electronic medical record exchange F. computer-aided design
44. A. magnetic resonance imaging C. echocardiograph E. radiation
B. ultrasonography D. laser F. global positioning satellites

CHAPTER 13 MEDICAL MATH

- | | | | | | |
|-------------------------------------|--|-------------------------|-------------------------------|--------------|-------------------------|
| 1. D | 3. A | 5. C | 7. F | 9. G | |
| 2. K | 4. I | 6. L | 8. B | 10. J | |
| 11. A. 14,068 | B. 740,012 | C. $1\frac{3}{8}$ | D. $67\frac{19}{20}$ | E. 385.1591 | F. 574.0281 |
| 12. A. 8,779 | B. 531,408 | C. $4\frac{9}{16}$ | D. $48\frac{29}{40}$ | E. 91.711 | F. 89.782 |
| 13. A. 957,924 | B. 61,103,852 | C. $\frac{2}{9}$ | D. $607\frac{6}{25}$ | E. 229.732 | F. 0.0034875 |
| 14. A. 241.09523 | B. 104.88047 | C. 2.1714285 | D. 5 | E. 25.2 | F. 144.34 |
| 15. A. 120 | B. $10\frac{5}{12}$ | C. 310.797 | | | |
| 16. A. 712 | B. 1,081.25 | C. 3,147.12 | | | |
| 17. A. 1:4 or 1 to 4 | | B. 4:5 or 4 to 5 | | | |
| 18. A. 5,690 | B. 62.58 | C. 1,433,000 | D. 800 | | |
| 19. A. 2.5 or 2 $\frac{1}{2}$ mL | | B. $\frac{1}{2}$ tablet | | | |
| 20. A. DCCXLIX or DCCIL | | B. CMLXXXIII | | | |
| 21. A. 86 | | B. 999 | | | |
| 22. A. 8,450 meters | | B. 0.56892 grams | C. 0.45822 hectoliters | | D. 8,485,000 centigrams |
| 23. A. 50°F | | B. 131.9°F | | | |
| 24. A. 4.4 or 4.5°C | | B. 24.02 or 24°C | | | |
| 25. A. 0536 | | B. 2016 | | | |
| 26. A. 11:45 AM | | B. 4:04 PM | | | |
| 27. 6,076 tubes | 28. \$1,566 | 29. 9 cans | 30. 38 people | 31. 1,500 mL | |
| 32. 5 $\frac{1}{3}$ days | 33. 8.43472 liters | 34. \$8,875.16 | 35. \$108.90 for 36 exposures | | |
| 36. 14.7 mg | 37. \$272.45 | 38. \$4,525.34 | 39. 2:1 or 2 to 1 | | |
| 40. 1:20 or 1 to 20 | 41. 11.25 or 11 $\frac{1}{4}$ pipettes | 42. \$5,773.52 | | | |
| 43. A. 182.88 cm | B. 6 ft | | | | |
| 44. 238.736 ounces or 242.88 ounces | | 45. 25% | | | |
| 46. A. 40 mL | B. 1.0 grams | | | | |
| 47. 2 tablets | 48. 4 mL | | | | |
| 49. A. 600 mg | B. 300 mg | | | | |
| 50. A. 750 mg | B. 3 mL | | | | |

CHAPTER 14 PROMOTION OF SAFETY

- | | | | | | | |
|------|----------------|-------|-------|-------|-------|-------|
| 1. B | 6. B, C | 11. F | 16. T | 21. T | 26. T | 31. F |
| 2. C | 7. A, B, C | 12. T | 17. T | 22. F | 27. F | 32. T |
| 3. A | 8. A | 13. T | 18. F | 23. F | 28. T | 33. F |
| 4. B | 9. C | 14. F | 19. T | 24. F | 29. F | 34. T |
| 5. D | 10. A, B, C, D | 15. F | 20. T | 25. F | 30. T | 35. T |
36. Body mechanics
37. (Any 5) Maintain broad base of support, bend from hips and knees, use strongest muscles, use weight of body to push or pull, carry heavy objects close to body, avoid twisting, avoid bending for long periods
38. (Any 5) Do not operate equipment without instructions, read instructions, do not operate if instructor is not in room, report damaged equipment immediately, never handle electrical equipment with wet hands or around water, store all equipment in its proper place, avoid inhaling fumes displaced by a solution, dispose of chemical solutions according to the MSDS for the solution, do not use solutions in unlabeled bottles, read labels three times, do not mix solutions, avoid contact with skin, report broken equipment or spilled solutions
39. Check identification bands, repeat name twice, check name on bed or record, ask patient to state his or her name
40. (Any 5) Patient in comfortable position, siderails elevated if indicated, bed at lowest level, wheels on bed locked, call signal and supplies in reach, area neat and clean
41. (Any 4) Put lead apron on patient, stand outside room or behind protective shield to activate machine, wear badges that measure radioactive exposure, frequently check all machines that emit radiation waves, follow safety precautions for contact with others when radioactive iodine or radioactive substances are used as treatment
42. Smoking and matches
43. Stay calm, evacuate area according to stated method
44. (Any 3) Post "No Smoking" signs; remove smoking materials, candles, lighters, and matches; avoid use of electrically operated equipment; avoid flammable liquids; use cotton blankets, sheets, and gowns
45. R = rescue anyone in immediate danger
 A = activate the alarm
 C = contain the fire
 E = extinguish the fire or evacuate the area
46. P = pull the pin
 A = aim the extinguisher at the near edge and bottom of the fire
 S = squeeze the handle to discharge the extinguisher
 S = sweep the extinguisher from side to side

CHAPTERS 15:1–15:2 UNDERSTANDING THE PRINCIPLES OF INFECTION CONTROL AND BIOTERRORISM

- | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|
| 1. F | 6. K | 11. N | 16. F | 21. T | 26. T | 31. T | 36. T |
| 2. E | 7. O | 12. O | 17. T | 22. T | 27. F | 32. F | 37. F |
| 3. L | 8. A | 13. T | 18. F | 23. F | 28. T | 33. F | 38. T |
| 4. J | 9. D | 14. F | 19. F | 24. T | 29. F | 34. T | |
| 5. M | 10. H | 15. F | 20. T | 25. T | 30. F | 35. T | |
39. A. infectious agent D. mode of transmission G. droplets J. portal of entry
 B. reservoir E. direct contact H. bitten K. susceptible
 C. portal of exit F. contaminated I. indirect contact L. chain of infection
40. Parasitic
41. A. spores B. flagella
42. A. toxins B. allergic C. cells
43. A. antiseptics B. alcohol C. betadine
44. Nosocomial
45. A. Monkeypox C. *H5N1* E. *Bacillus anthracis* G. *H1N1*
 B. Ebola D. West Nile virus F. *Clostridium botulinum*

CHAPTERS 15:3–15:4 STANDARD PRECAUTIONS

- | | | | | | | |
|------|---------|-------|-------|-------|-------|-------|
| 1. C | 6. Q | 11. T | 16. T | 21. F | 26. T | 31. T |
| 2. O | 7. H, L | 12. F | 17. F | 22. F | 27. F | 32. T |
| 3. K | 8. N | 13. F | 18. F | 23. T | 28. T | 33. T |
| 4. J | 9. F | 14. F | 19. T | 24. F | 29. T | 34. F |
| 5. P | 10. E | 15. F | 20. T | 25. T | 30. F | 35. T |
36. Orange/cuticle stick, nail brush
37. Palm, back or top, between the fingers
38. Blood tests, invasive procedures, venipuncture
39. A. emptied B. reused
40. A. cuff B. outside C. inside out D. under E. inside F. inside out
41. Handwashing
42. (Any 6) When arriving at facility and immediately before leaving; before and after patient contact; after contact with a patient's intact skin; before moving from a contaminated site to a clean body site during patient care; anytime hands become contaminated during a procedure; before applying and immediately after removing gloves; anytime gloves are torn or punctured; before and after handling any specimen; after contact with any soiled or contaminated linen; after picking up any item off the floor; after personal use of the bathroom; after you cough, sneeze, or use a tissue; before and after contact with your mouth or mucous membrane (eating, drinking, smoking, applying lip balm, or inserting/removing contact lenses)
43. (Any 8) Blood, mucus, sputum, saliva, cerebrospinal fluid, urine, feces, vomitus, amniotic fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, semen, vaginal secretions
44. Centers for Disease Control and Prevention

CHAPTERS 15:5–15:7 METHODS OF INFECTION CONTROL

- | | | | | | |
|------|-------|-------|-------|-------|-------|
| 1. G | 6. I | 11. T | 16. F | 21. T | 26. F |
| 2. B | 7. E | 12. T | 17. T | 22. F | 27. F |
| 3. J | 8. M | 13. T | 18. F | 23. T | 28. T |
| 4. H | 9. N | 14. F | 19. T | 24. T | 29. T |
| 5. L | 10. D | 15. F | 20. F | 25. F | 30. F |
31. A. gas B. steam under pressure
32. Tape, marks on bags, capsules
33. A. chemical disinfection B. dry heat C. autoclave D. chemical disinfection E. autoclave
34. Formaldehyde-alcohol, 2 percent phenolic, Lysol, benzalkonium (Zephiran)
35. Contamination occurs, manufacturer's instructions
36. Tight-fitting lid
37. Dust-proof
38. Viruses, spores
39. Sound waves
40. Fanfold

CHAPTER 15:8 USING STERILE TECHNIQUES

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. F | 4. T | 7. F | 10. T | 13. F | 16. F |
| 2. T | 5. T | 8. T | 11. T | 14. F | 17. T |
| 3. T | 6. F | 9. F | 12. T | 15. T | 18. T |

19. Drop, mitten, transfer forceps
20. Date, article, indicator, package dry and intact
21. Discard, do not use
22. Outer dressings because they are used last
23. Type and amount of drainage, color of drainage, degree of healing
24. Circular, begin at center and move out and away
25. Sample should include date; time; sterile dressing changed; site; amount, color, and type of discharge; and signature

CHAPTER 15:9 MAINTAINING TRANSMISSION-BASED ISOLATION PRECAUTIONS

- | | | | | | | |
|------|------|------|-------|-------|-------|-------|
| 1. F | 4. T | 7. F | 10. F | 13. T | 16. T | 19. T |
| 2. T | 5. T | 8. F | 11. T | 14. F | 17. F | 20. F |
| 3. T | 6. T | 9. T | 12. F | 15. F | 18. T | |
21. (Any 2) Prevent spread of disease; protect patient, family, and health care worker; limit contact with pathogens
 22. (Any 2) Direct contact, contact with dirty articles, contact with blood and body secretions or excretions
 23. (Any 2) Severely burned, low resistance to disease, patients receiving chemotherapy or radiation, depressed immune system
 24. A. contaminated, B. clean, C. clean, D. contaminated, E. clean, F. contaminated, G. contaminated
 25. Both affect a large number of people, but a pandemic occurs over a wide geographic area and is often worldwide

CHAPTER 16 VITAL SIGNS

- | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|
| 1. M | 6. O | 11. I | 16. F | 21. F | 26. F | 31. F | 36. T |
| 2. F | 7. E | 12. J | 17. F | 22. T | 27. T | 32. T | 37. F |
| 3. N | 8. A | 13. F | 18. F | 23. F | 28. F | 33. T | 38. T |
| 4. C | 9. G | 14. T | 19. T | 24. F | 29. F | 34. T | 39. F |
| 5. H | 10. D | 15. F | 20. T | 25. T | 30. F | 35. T | 40. T |
41. A. 98.6 B. 99.6 C. 97.6 D. 97.6
 42. A. 3–5 minutes B. 3–5 minutes C. 10 minutes D. 10 minutes
 43. Until unit signals
 44. A. brachial C. temporal E. radial
B. dorsalis pedis D. carotid F. femoral
 45. A. 60–100 B. 70–100 C. 100–160
 46. Rate, rhythm, volume
 47. Inspiration, expiration
 48. A. 12–20 B. 16–30 C. 30–50
 49. Deep, shallow
 50. A. 60–80 B. 100–120
 51. Mercury, aneroid
 52. Systolic
 53. 96/68
 54. A. 12 B. 0 C. 36
 55. A. 78.8°F B. 40.5°C or 40.6°C

CHAPTER 17 FIRST AID

- | | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|-------|
| 1. M | 7. D | 13. T | 19. T | 25. T | 31. F | 37. F | 43. T |
| 2. R | 8. J | 14. E | 20. F | 26. F | 32. T | 38. T | 44. T |
| 3. F | 9. L | 15. G | 21. F | 27. T | 33. T | 39. F | 45. F |
| 4. A | 10. I | 16. F | 22. F | 28. F | 34. F | 40. T | |
| 5. Q | 11. O | 17. T | 23. T | 29. F | 35. T | 41. T | |
| 6. B | 12. H | 18. T | 24. F | 30. F | 36. F | 42. F | |
46. Prioritizing treatment
 47. Circulation, airway, breathing, defibrillation
 48. A. check for consciousness and breathing D. administer 30 compressions F. check for breathing
B. call emergency medical services (EMS) E. open the airway G. give two breaths
C. check carotid pulse
 49. Drowning victim
 50. A. mouth and nose B. 100 C. 30:2
 51. Abdominal thrusts
 52. A. five back blows C. open the airway E. check the mouth
B. five chest thrusts D. sweep the mouth if object is seen
 53. A. check the scene B. check for consciousness and breathing
C. call emergency medical services (EMS) D. care for the victim
 54. Anxiety and restlessness, diaphoresis, excessive thirst, low blood pressure, pulse rapid and weak, respirations rapid and shallow

55. Anaphylactic
 56. A. direct pressure B. elevation C. pressure bandage D. pressure point pressure
 57. Tickle back of victim's throat, give warm salt water
 58. Burns on lips/mouth, convulsing victim, unconscious victim
 59. A. airtight B. injured C. elevate
 60. A. sitting B. forward
 61. A. lying flat B. knees
 62. Figure eight

CHAPTER 18 PREPARING FOR THE WORLD OF WORK

1. K 6. J 11. F 16. F 21. F 26. T 31. T
 2. H 7. C 12. F 17. T 22. T 27. T 32. F
 3. A 8. E 13. T 18. T 23. T 28. T 33. T
 4. G 9. L 14. T 19. T 24. T 29. F 34. T
 5. F 10. B 15. T 20. T 25. T 30. T 35. T
 36. A. purpose for writing C. résumé included
 B. why you are qualified D. closes letter and states how employer can contact applicant
 37. A. personal identification C. employment objective E. work or employment experience
 B. education background D. other activities
 38. Usually not, but at least three references should be listed on a separate sheet of paper that can be given to the employer during the interview
 39. Nothing, leave area blank
 40. A. 5–10 minutes B. conservatively C. eye D. criticizing E. thank
 41. \$273.20
 42. A. fixed B. fixed C. variable D. variable E. variable F. fixed
 43. Grade individual answers to determine whether they are pertinent and complete
 44. (Any 3) Use correct grammar, report to work on time and when scheduled, be prepared to work, practice teamwork, promote a positive attitude, be responsible for actions, be willing to learn (Note: Grade individual answers on why students believe they are competent)
 45. (Any 2 skills listed in answer 44) Grade individual answers on how student intends to improve their skill level

CHAPTERS 19:1–19:5 IDENTIFYING AND CHARTING THE TEETH

1. A 7. R 13. S 19. F 25. T 31. T 36. F
 2. I 8. P 14. N 20. T 26. T 32. F 37. F
 3. U 9. E 15. H 21. F 27. T 33. T 38. F
 4. T 10. V 16. F 22. T 28. F 34. T 39. T
 5. L 11. J 17. T 23. F 29. T 35. T 40. F
 6. F 12. M 18. T 24. F 30. F
 41. A. E B. M C. S D. G
 42. A. maxillary left 2nd molar C. maxillary right cuspid
 B. mandibular right central incisor D. mandibular left 1st molar
 43. A. 7 B. 16 C. 21 D. 27
 44. A. maxillary right 2nd molar C. maxillary left lateral incisor
 B. mandibular left 1st molar D. mandibular right central incisor
 45. A. 62 B. 85 C. 73 D. 54
 46. A. maxillary right central incisor C. maxillary left cuspid
 B. mandibular left lateral incisor D. mandibular right 1st molar
 47. A. 15 B. 38 C. 23 D. 41
 48. A. maxillary left 2nd molar C. mandibular left 1st bicuspid
 B. maxillary right lateral incisor D. mandibular right 1st molar
 49. A. linguoincisor B. mesiolabial C. distoincisor D. buccooclusal E. distoocclusal F. mesiolingual
 50. A. mesiolabioincisor B. distobuccooclusal C. mesiolinguoincisor D. distolinguooclusal

CHAPTERS 19:6 AND 19:8 OPERATING AND MAINTAINING DENTAL EQUIPMENT AND POSITIONING A PATIENT IN A DENTAL CHAIR

1. E 6. K 11. T 16. T 21. T 26. T
 2. A 7. P 12. T 17. F 22. T 27. F
 3. O 8. B 13. T 18. F 23. T 28. T
 4. R 9. F 14. F 19. T 24. F 29. T
 5. M 10. Q 15. F 20. F 25. T 30. T
 31. Disinfect all parts touched, lubricate all moving parts
 32. Mild soap solution, upholstery cleaner
 33. Paper side
 34. A. 0 pounds B. faucet or valve
 35. A. remove B. brush C. silicone lubricant

- 36. Tri-flow syringe, saliva ejector, high-velocity oral evacuator
- 37. Open
- 38. A. locked B. slowly C. lying down

CHAPTER 19:7 IDENTIFYING DENTAL INSTRUMENTS AND PREPARING DENTAL TRAYS

- | | | | | | | |
|------|------|-------|-------|-------|-------|-------|
| 1. I | 5. F | 9. H | 13. G | 17. F | 20. T | 23. F |
| 2. O | 6. L | 10. Q | 14. J | 18. F | 21. T | 24. T |
| 3. A | 7. E | 11. P | 15. B | 19. T | 22. F | 25. F |
| 4. D | 8. C | 12. M | 16. T | | | |
- 26. Instruments are coded with certain color according to procedure
 - 27. Returned to the same place on tray in case it may be used again
 - 28. Holds matrix band in place
 - 29. (Any 3) Mirror, pliers, explorer, cotton pellets or rolls, gauze sponges
 - 30. (Any 3) Drape and clips, bases and cements, restorative materials, extra cotton products, special instruments

CHAPTER 19:9 DEMONSTRATING BRUSHING AND FLOSSING TECHNIQUES

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 4. F | 7. T | 10. T | 13. F | 16. F |
| 2. T | 5. F | 8. F | 11. F | 14. F | 17. T |
| 3. F | 6. T | 9. F | 12. T | 15. T | 18. F |
- 19. Prevent decay, remove plaque, prevent halitosis
 - 20. A. doctor B. Bass
 - 21. Chewing, facial, lingual, two sides
 - 22. Two sides or interproximal surfaces
 - 23. Fluoride
 - 24. Toothpaste with tartar control
 - 25. Toothpaste with whitening agents
 - 26. Ask patient to demonstrate
 - 27. Stop flossing, call dentist

CHAPTERS 19:10–19:11 IMPRESSIONS, MODELS, AND CUSTOM TRAYS

- | | | | | | | |
|------|------|------|-------|-------|-------|-------|
| 1. F | 4. F | 7. F | 10. F | 13. T | 16. T | 19. T |
| 2. T | 5. F | 8. T | 11. F | 14. T | 17. T | 20. F |
| 3. T | 6. F | 9. F | 12. T | 15. T | 18. T | |
- 21. (Any 2) Not good for final impressions of cavity preparation, dimension changes, tears or breaks when set
 - 22. Not as subject to dimension changes
 - 23. (Any 2) Create highly accurate impression, impression retains its shape and size, odor-free, has pleasant taste
 - 24. Extruder or automix gun
 - 25. Avoid moisture contamination
 - 26. Blotting it dry
 - 27. Stir or spatulate carefully, place bowl on vibrator
 - 28. Gloves, gown, face mask, eye protection (glasses or face shield)

CHAPTER 19:12 MAINTAINING AND LOADING AN ANESTHETIC ASPIRATING SYRINGE

- | | | | | | | |
|------|------|------|-------|-------|-------|-------|
| 1. T | 4. F | 7. T | 10. F | 13. F | 16. T | 19. F |
| 2. T | 5. T | 8. F | 11. T | 14. T | 17. T | 20. T |
| 3. F | 6. F | 9. T | 12. T | 15. T | 18. F | |
- 21. Lidocaine or xylocaine
 - 22. Prolongs effect of anesthesia and helps reduce bleeding
 - 23. A. Heart disease B. hypertension C. hyperthyroidism
 - 24. A. Epinephrine has broken down B. frozen C. soaked in a disinfecting solution
 - 25. Drawing back by suction, make sure needle has not penetrated a blood vessel
 - 26. (Any 2) Compensates for different tissues to determine exact amount of anesthesia needed, numbs site of insertion, eliminates most of the discomfort caused by injection, directs anesthesia to exact area needed, decreases collateral numbness

CHAPTER 19:13 MIXING DENTAL CEMENTS AND BASES

- | | | | | | | |
|------|------|------|-------|-------|-------|-------|
| 1. T | 4. T | 7. T | 10. T | 13. F | 16. F | 19. T |
| 2. F | 5. T | 8. F | 11. T | 14. T | 17. T | 20. F |
| 3. T | 6. F | 9. F | 12. F | 15. T | 18. F | |
- 21. A. Durelon, Hybond, or Tylock-Plus C. Dycal, Preline, Hypocal, or Dropsin
 - B. IRM, Cavitec, Wonder Pak, or Interval D. Copal, Copalite, Varnal, or Handi-Liner

22. Cover, line, or seal exposed tooth tissue
23. Can ruin or destroy entire contents of container
24. A. 10 sec. and 2 1/2–3 min. B. 30 sec. and 2–3 min. C. 1–1 1/2 min. and 3–5 min.
25. A. half B. two or three

CHAPTER 19:14 PREPARING RESTORATIVE MATERIALS—AMALGAM AND COMPOSITE

1. F 4. T 7. T 10. F 13. T 16. F
2. T 5. T 8. F 11. T 14. T 17. T
3. T 6. T 9. F 12. F 15. F 18. F
19. A. silver and copper B. tin C. zinc D. copper E. silver F. tin
20. (Any 3) Leaking capsule, mercury spill, air exposure while preparing and dispensing amalgam, particle release while polishing or removing a restoration, improper storage of amalgam scraps, vacuuming carpet containing mercury
21. Roughen surface so composite will adhere and bond more securely
22. Wear light-filtering glasses or use a light-screening paddle
23. Ask patient to close his or her eyes or wear light-filtering glasses
24. Gloves, gown, face mask, eye protection (glasses or face shield)

CHAPTER 19:15 DEVELOPING AND MOUNTING DENTAL RADIOGRAPHS (X-RAYS)

1. T 6. F 11. T 16. F 21. T
2. F 7. F 12. F 17. T 22. F
3. T 8. F 13. T 18. T 23. F
4. T 9. T 14. F 19. F 24. T
5. T 10. F 15. T 20. T 25. F
26. 68°F, or 20°C
27. Light will destroy film
28. A. maxillary sinus B. larger C. maxillary cuspids D. three E. two
29. Minimizes the X-ray beams once they have passed through the teeth structures
30. (Any 2) Eliminates need for X-ray film and developing process, can be stored as electronic health record (EHR), allows for subtraction radiography by comparing current image to previous images, decreases exposure to radiation

CHAPTER 20:1 OPERATING A MICROSCOPE

1. F 4. F 7. F 10. F 13. F 16. F 19. T
2. T 5. F 8. F 11. F 14. T 17. F 20. T
3. F 6. T 9. T 12. F 15. F 18. F
21. A. 100x B. 100x C. 800x D. 80x
22. Turn iris diaphragm
23. A. drop B. slide C. oil-immersion objective D. objective
24. Moves to the left
25. A. lens paper B. lowest C. illuminating light D. cover

CHAPTER 20:2 OBTAINING AND HANDLING CULTURES

1. T 4. T 7. F 10. F 13. F 16. T 19. F
2. T 5. F 8. F 11. F 14. F 17. T 20. T
3. F 6. T 9. T 12. T 15. F 18. T
21. Prevent contamination from other sources
22. Heat will drive moisture out of organism and distort the shape
23. Excess heat will shrink the organisms
24. Gentian violet, iodine, ethyl alcohol or acetone-alcohol, safranin
25. (Any 5) Patient's name, address, identification number, doctor's name, date, test ordered, site of specimen
26. See Figure 20-11B in textbook

CHAPTERS 20:3–20:9 BLOOD TESTS

1. L 6. I 11. T 16. F 21. F 26. T 31. T
2. N 7. J 12. T 17. T 22. T 27. F 32. T
3. A 8. E 13. T 18. T 23. T 28. T 33. T
4. G 9. D 14. F 19. F 24. F 29. F 34. F
5. H 10. M 15. F 20. F 25. T 30. F
35. (Any 4) Edema, callouses, scars, rashes, sores, cyanosis
36. Contaminated with alcohol, perspiration, and other substances
37. A. standard precaution B. disinfectant C. gloves D. sharps container
38. A. 30 percent B. 40.5 percent C. 46.5 percent
39. Prevents blood from running out during centrifuging

40. Anticoagulant, prevents blood from clotting
41. Manual counts for erythrocytes are difficult to do; an accurate count requires the use of a computerized cell counter
42. Fixes and colors smear
43. Faster and requires less than one minute to complete
44. A. O– B. A+ C. AB–
45. A. negative B. positive
46. A. erythrocyte sedimentation rate B. vertical C. level D. 60
47. A. 40–55 percent C. 70–110 mg E. 4.5–6.0 million G. 4,500–11,000
B. 36–46 percent D. 12–18 gms F. 4.0–5.5 million
48. Repeat the test

CHAPTERS 20:10–20:13 URINE TESTS

1. I 6. M 11. T 16. F 21. T 26. F 31. T
2. A 7. J 12. T 17. T 22. T 27. T 32. T
3. H 8. F 13. F 18. F 23. T 28. T 33. F
4. E 9. L 14. T 19. T 24. F 29. T 34. T
5. K 10. N 15. T 20. T 25. F
35. A. 1,000 to 2,000 mL B. straw yellow C. clear D. aromatic E. 1.005 to 1.030
36. A. diabetes mellitus B. infection C. kidney disease D. kidney disease E. starvation/diabetes F. liver disease
37. A. physical B. microscopic C. chemical
38. A. high B. low
39. first voided morning
40. 4 to 5
41. (Any 3) Wash hands; wear gloves; if splashing is possible, wear a mask, protective eyewear, and protective clothing; discard urine in toilet; wipe contaminated areas with a disinfectant
42. Infectious-waste bag

CHAPTER 21:1 MEASURING/RECORDING HEIGHT AND WEIGHT

1. T 4. F 7. T 10. T 13. F 16. F
2. T 5. T 8. T 11. F 14. T 17. F
3. T 6. F 9. F 12. T 15. F 18. F
19. A. scale B. time C. same amount of clothing
20. A. 3'2" B. 6' ½" C. 4' 7" D. 5' 4 ¼"
21. A. 10 ½ B. 15 ⅝ C. 14 ¾ D. 18 15/16
22. Bed scale or wheelchair scale
23. 60 kilograms
24. 50 inches

CHAPTER 21:2 POSITIONING A PATIENT

1. G 4. H 7. D 10. B 13. C 16. I 19. I
2. E, H 5. C 8. A, F 11. A, F, I 14. B, C 17. G 20. D, I
3. B 6. B 9. H 12. A 15. E 18. H
21. Avoid unnecessary exposure
22. Facilitate examination or treatment
23. Knee-chest, Trendelenburg, jackknife, Sims'
24. A. Front with elbow bent C. bent or flexed and brought up to abdomen
B. extended behind back D. bent or flexed slightly
25. Remove all clothing, void

CHAPTER 21:3 SCREENING FOR VISION PROBLEMS

1. T 4. T 7. F 10. T 13. F 16. F 19. T
2. T 5. F 8. F 11. F 14. T 17. F 20. T
3. F 6. T 9. T 12. T 15. T 18. F
21. Letters, letter E in different positions, pictures
22. OS 20/25, OD 20/40, OU 20/30
23. A. 50 mm B. 20 feet C. 50 feet
24. A. ophthalmoscope B. tonometer C. glaucoma
25. Distant

CHAPTER 21:4 PHYSICAL EXAMINATIONS

1. F 4. T 7. T 10. T 13. F
2. T 5. F 8. T 11. F 14. T
3. F 6. T 9. T 12. T 15. T
16. Detect cancer of the cervix
17. (Any 4) Height and weight, vital signs, vision screening, audiometric screening, blood tests, electrocardiogram

18. A. cervical spatula (Ayer blade) C. sigmoidoscope E. ophthalmoscope
 B. nasal speculum D. percussion (reflex) hammer F. stethoscope
19. Empty bladder so internal organs can be palpated
20. (Any 4) Skin color, rash, growths, swelling, scars, deformities, body movement, general appearance
21. Gynecological
22. (Any 6) Date, time, patient's name, address, identification number, physician's name and identification number, type or site of specimen, test ordered

CHAPTER 21:5 ASSISTING WITH MINOR SURGERY AND SUTURE REMOVAL

1. T 4. T 7. F 10. T 13. F
2. F 5. F 8. T 11. T 14. F
3. F 6. T 9. T 12. T 15. T
16. (Any 3) Removal of warts, cysts, tumors or growths; suturing wounds; biopsies of skin growths or tumors; incision and drainage of body areas; removal of foreign objects
17. A. scalpel B. hemostat C. retractor D. needle holder E. tissue forceps F. towel clamps
18. (Any 4) Gloves, anesthetic solution, tape, infectious-waste bag, specimen bottle
19. Three
20. (Any 5) Date, time, patient's name, address, identification number, physician's name and identification number, type or site of specimen, test ordered

CHAPTER 21:6 RECORDING AND MOUNTING AN ELECTROCARDIOGRAM

1. F 4. T 7. F 10. F 13. F 16. T
2. T 5. T 8. T 11. F 14. T 17. F
3. F 6. F 9. F 12. T 15. T 18. F
19. A. right arm, B. left leg, C. chest
20. A. .. B. __ C. _ . D. ... E. _ . . . F. _ _ _ G. _ H. .
21. Selects lead to be run
22. (Any 2) Test is painless, important to relax, important to lie still, reassure patient
23. Standard is five small blocks or one large block high
24. Increase speed to Run 50
25. Adjust stylus heat control

CHAPTERS 21:7–21:8 PDR AND MEDICATIONS

1. T 7. T 13. F 19. F 25. T 31. T
2. T 8. T 14. T 20. F 26. T 32. T
3. T 9. T 15. F 21. F 27. T
4. T 10. T 16. T 22. F 28. T
5. F 11. F 17. F 23. F 29. T
6. F 12. F 18. T 24. F 30. T
33. A. book B. drugs and medications
34. Medication, dose, patient, time, method or mode of administration, documentation
35. When bottle is taken from shelf, while medication is being poured, when bottle is replaced

CHAPTER 22:1 ADMITTING, TRANSFERRING, AND DISCHARGING PATIENTS

1. T 4. F 7. T 10. T 13. F
2. T 5. T 8. T 11. F 14. T
3. T 6. F 9. T 12. F 15. T
16. Ask relative or person responsible for patient
17. (Any 3) Put valuables in safe or with security, write description of valuables on envelope, count and record money in wallet, obtain proper signatures, give patient receipt or put receipt on patient's chart
18. (Any 6) Operate call signal, operate bed control, operate television control, use telephone, visiting hours, location of lounges, smoking regulations, availability of services, times for meals
19. Change in patient's condition, patient's request
20. Ensure that all procedures have been completed

CHAPTER 22:2 POSITIONING, TURNING, MOVING, AND TRANSFERRING PATIENTS

1. F 4. F 7. F 10. T 13. F 16. T 19. T
2. T 5. T 8. T 11. F 14. T 17. T 20. F
3. F 6. F 9. T 12. T 15. F 18. T
21. (Any 3) Tailbone or coccygeal, hips, knees, ankles, heels, elbows

22. A. contracture B. right angles C. and D. (Any 2) footboards, high-top tennis shoes, blankets, pillows
23. (Any 3) Exercises muscles, stimulates circulation, prevents pressure ulcers, prevents contractures, provides comfort
24. Before, during, after
25. (Any 4) Pulse, respiration, color, weakness, dizziness, increased perspiration, discomfort

CHAPTER 22:3 BEDMAKING

1. T 4. F 7. T 10. T 13. F 16. F 19. T
2. T 5. F 8. T 11. T 14. T 17. T 20. T
3. T 6. T 9. F 12. F 15. F 18. F
21. A. mitered B. 12 C. 45° D. lower E. triangle
22. Welcome patient, ambulatory patient
23. Open end away from door
24. Looks neater, helps prevent entrance of organisms from hall
25. Avoid spread of organisms
26. (Any 4) Patients with burns, skin ulcers, lesions, blood clots, circulatory disease, fractures, surgery on legs or feet

CHAPTER 22:4 PERSONAL HYGIENE

1. T 5. F 9. F 13. F 17. F 21. F 25. T
2. T 6. F 10. F 14. F 18. T 22. T 26. F
3. F 7. T 11. T 15. T 19. T 23. T 27. T
4. F 8. F 12. F 16. T 20. F 24. T 28. T
29. 105°F to 110°F, or 40.6°C to 43.3°C
30. A. standard precautions B. hands C. gloves D. masks E. protective eyewear F. gown
31. A. cyanosis C. erythema E. diaphoresis G. edema
B. jaundice D. vertigo F. lethargy H. dyspnea
32. See series of diagrams in Figure 22-37 of textbook
33. Use a gauze pad to apply direct pressure, apply an antiseptic or follow agency policy, report incident to immediate supervisor
34. (Any 4) Position patient in correct alignment, elevate siderail if indicated, lower bed to lowest level, place call signal and other supplies in reach, clean and replace all equipment, leave area neat and clean

CHAPTERS 22:5–22:8 I AND O, FEEDING A PATIENT, BEDPAN, URINAL, CATHETER, AND URINARY DRAINAGE UNIT

1. F 3. T 5. T 7. T 9. F 11. T 13. T 15. T 17. T 19. T
2. T 4. F 6. T 8. F 10. T 12. F 14. F 16. F 18. F 20. T
21. A. 5 mL B. 30 mL C. 240 mL D. 500 mL
22. (Any 4) Offer bedpan, wash hands, position comfortably, empty overbed table, remove unpleasant objects, provide oral hygiene
23. Save specimen, report to immediate supervisor
24. (Any 5) Connection between catheter and unit is secure, tubing is free of kinks and bends, drainage bag is below level of bladder, urine is flowing freely, catheter is secured to leg, drainage bag is emptied frequently, drainage bag is not lying on floor, no loops in tubing below bag, tubing is above level of urine in bag
25. (Any 3) Wash hands frequently, wear gloves, disinfect bedpan or urinal after use, wipe contaminated areas with disinfectant, use bedpan for only one patient

CHAPTER 22:9 PROVIDING OSTOMY CARE

1. T 5. F 9. T 13. F 17. T
2. T 6. F 10. T 14. F 18. T
3. T 7. F 11. T 15. T 19. T
4. F 8. T 12. T 16. T 20. T
21. A. interference with blood supply B. low hemoglobin level C. dehydration
22. Amount, color, type
23. Belt or adhesive seal
24. Soap is irritating and dries the skin
25. Infectious-waste bag

CHAPTER 22:10 STOOL/URINE SPECIMENS

1. T 5. T 9. T 13. F 17. T
2. F 6. F 10. T 14. F 18. T
3. F 7. F 11. T 15. T
4. F 8. T 12. T 16. T
19. A. sterile technique B. catheter
20. Chemicals, cold storage
21. Within 30 minutes

22. Amount measured and recorded
23. (Any 5) Kind of specimen, test ordered, patient's name, date and time, address, identification number, doctor's name
24. Prevent contamination from spills

CHAPTER 22:11 ENEMAS AND RECTAL TREATMENTS

1. F
2. T
3. T
4. T
5. F
6. T
7. T
8. T
9. F
10. F
11. F
12. T
13. T
14. T
15. T
16. T
17. F
18. F
19. T
20. T
21. A. 4 to 6 ounces B. 30 to 60 minutes
22. A. Sims' (or left lateral) B. rectum C. sigmoid
23. Stimulate peristalsis, expel stool and flatus, give medications
24. Amount, color, type
25. It is an isotonic solution; it does not cause fluid imbalances because it is the same concentration as body fluids
26. Sample should include date; time; amount and type of enema given; amount, color, and type of stool; signature and title

CHAPTER 22:12 RESTRAINTS

1. F
2. T
3. T
4. F
5. T
6. T
7. T
8. T
9. T
10. T
11. F
12. F
13. F
14. F
15. F
16. T
17. T
18. T
19. T
20. T
21. (Any 3) Type of restraint, reason for its use, length of time, where or when it can be used
22. (Any 3) Physical and mental frustration, impaired circulation, pressure ulcers, respiratory or breathing problems, loss of muscle tone or joint stiffness
23. A. cyanosis B. cold C. edema D. and E. weak, absent F. and G. pain, numbness, or tingling
24. As soon as adequate supervision is available or danger of self-injury has passed

CHAPTERS 22:13–22:14 OPERATIVE CARE, SURGICAL HOSE, AND BINDERS

1. T
2. T
3. T
4. T
5. T
6. F
7. T
8. T
9. F
10. F
11. F
12. F
13. T
14. F
15. T
16. F
17. T
18. F
19. F
20. T
21. (Any 3) Blood, urine, chest or other radiographs, electrocardiogram
22. (Any 6) Operative permit, enemas or vaginal irrigations, baths, vital signs, NPO, valuables to safe, remove prosthetics, remove cosmetics, remove clothes, skin preparation, check name band, ask patient to void
23. (Any 3) IV standard, equipment for vital signs, emesis basin, tissues, suction machine, oxygen equipment
24. (Any 5) Vital signs; dressing; level of pain; intravenous solution; position; cough and deep-breathe; tubes; observations of pain, restlessness, and color
25. Patient-controlled analgesics; allow patient to obtain pain medication when feeling pain
26. Stimulates circulation in legs to increase venous blood flow and prevent formation of clots

CHAPTER 22:15 ADMINISTERING OXYGEN

1. T
2. T
3. F
4. F
5. T
6. T
7. T
8. F
9. F
10. F
11. T
12. T
13. T
14. F
15. F
16. T
17. F
18. F
19. T
20. T
21. Mask: 6–10 liters; cannula: 2–6 liters; tent: 10–12 liters
22. 4 to 6
23. A. moisturized B. distilled
24. (Any 4) No smoking, no burning candles or matches, post sign, avoid using electrically operated equipment, never use flammable liquids, use cotton blankets, remove sources of sparks and static electricity
25. (Any 3) Give mouth and nose care, check flow rate, check humidifier water level, check respirations, check safety precautions
26. An oxygen concentrator removes impurities and other gases from room air to concentrate oxygen in the unit; an oxygen cylinder is filled with oxygen

CHAPTER 22:16 GIVING POSTMORTEM CARE

1. T
2. F
3. T
4. T
5. T
6. F
7. F
8. T
9. T
10. T
11. T
12. T
13. F
14. F
15. T
16. T
17. T
18. F
19. (Any 5) Shroud or body bag, gown, chin strap, pads, gauze squares, ties, identification tags, safety pins
20. One on patient's right ankle or big toe, one on shroud or body bag, one on bag of belongings
21. A. closed B. empty
22. Tape in place and note on chart or postmortem form

CHAPTER 23:1 PERFORMING RANGE-OF-MOTION (ROM) EXERCISES

- | | | | | | | |
|------|------|-------|-------|-------|-------|-------|
| 1. B | 5. L | 9. C | 13. T | 16. F | 19. F | 22. F |
| 2. K | 6. F | 10. M | 14. F | 17. F | 20. T | 23. T |
| 3. G | 7. I | 11. N | 15. T | 18. T | 21. T | 24. F |
| 4. H | 8. A | 12. B | | | | |
25. (Any 5) Contractures, blood clots, pressure ulcers, muscle atrophy, joints become stiff, mineral loss, renal calculi develop, poor appetite, constipation, urinary infections, respiratory problems, pneumonia
26. Patient moves each joint without assistance
27. Body part above and below joint exercised

CHAPTER 23:2 AMBULATING PATIENTS WHO USE TRANSFER (GAIT) BELTS, CRUTCHES, CANES, OR WALKERS

- | | | | | | | |
|------|------|------|-------|-------|-------|-------|
| 1. F | 4. F | 7. T | 10. T | 13. T | 16. T | 19. F |
| 2. T | 5. F | 8. F | 11. T | 14. T | 17. F | 20. T |
| 3. F | 6. F | 9. F | 12. T | 15. T | 18. T | |
21. A. 2 inches or 2 to 3 finger widths B. 25°-30°
22. Right crutch, left foot, left crutch, right foot
23. Provide traction and prevent slipping
24. A. three-point B. swing-to C. swing-through
25. Walker could fall forward and cause patient to fall

CHAPTER 23:3 ADMINISTERING HEAT/COLD APPLICATIONS

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 4. F | 7. F | 10. T | 13. T | 16. F |
| 2. T | 5. T | 8. T | 11. T | 14. F | 17. F |
| 3. F | 6. T | 9. T | 12. T | 15. T | 18. T |
19. A. wet B. cold C. dry D. warm
20. Remove bag immediately and notify immediate supervisor
21. A. 120°F, or 49°C B. 1/3 to 1/2 C. air
22. A. treatment with cold B. treatment with heat
23. (Any 3) Temperature, position, condition of skin, level of water, tubing, patient's comments
24. Discontinue treatment and notify immediate supervisor
25. (Any 3) Sitz bath is given, time, duration of treatment, how patient tolerated it, signature

CHAPTER 24 BUSINESS AND ACCOUNTING SKILLS

- | | | | | | | |
|------|-------|-------|-------|-------|-------|-------|
| 1. I | 7. Q | 13. O | 19. T | 25. T | 31. T | 37. T |
| 2. M | 8. P | 14. E | 20. T | 26. T | 32. T | 38. T |
| 3. S | 9. D | 15. F | 21. F | 27. F | 33. F | |
| 4. C | 10. L | 16. A | 22. F | 28. T | 34. F | |
| 5. J | 11. N | 17. T | 23. F | 29. T | 35. F | |
| 6. K | 12. G | 18. T | 24. F | 30. T | 36. F | |
39. 1st column: 5, 4, 2; 2nd column: 9, 1, 8; 3rd column: 6, 7, 3
40. System 1: 75-29, 76-29, 85-29, 87-29, 89-29
System 2: 75-30, 76-30, 84-30, 86-30, 89-30
41. Grade answers based on correct telephone techniques
42. (Any 5) Name of caller, telephone number, message, date and time, action is required or taken, initials of person taking call
43. (Any 4) Use password-protected machines, obtain written authorization from patient, never fax financial information, fax only to machines in secure locations, use a cover slip with a confidentiality statement, use a reference number instead of the patient's name, contact receiver before and after faxing, mail records or send by messenger if in doubt
44. Date, date, exact time
45. A. general statistical data B. personal history C. family history D. past history E. present illness or ailment
46. A. living and well C. divorced E. not applicable G. none or negative
B. widowed D. married F. died in 1982
47. A. insured B. signature C. questions
48. A. *International Classification of Diseases Clinical Modifications (ICD-CM)* B. *Physician's Current Procedural Terminology (CPT)*
49. A. national provider number B. physician's identification number
50. \$138.04
51. \$153
52. \$2,044.68
53. \$2,673.10
54. \$2,059.73