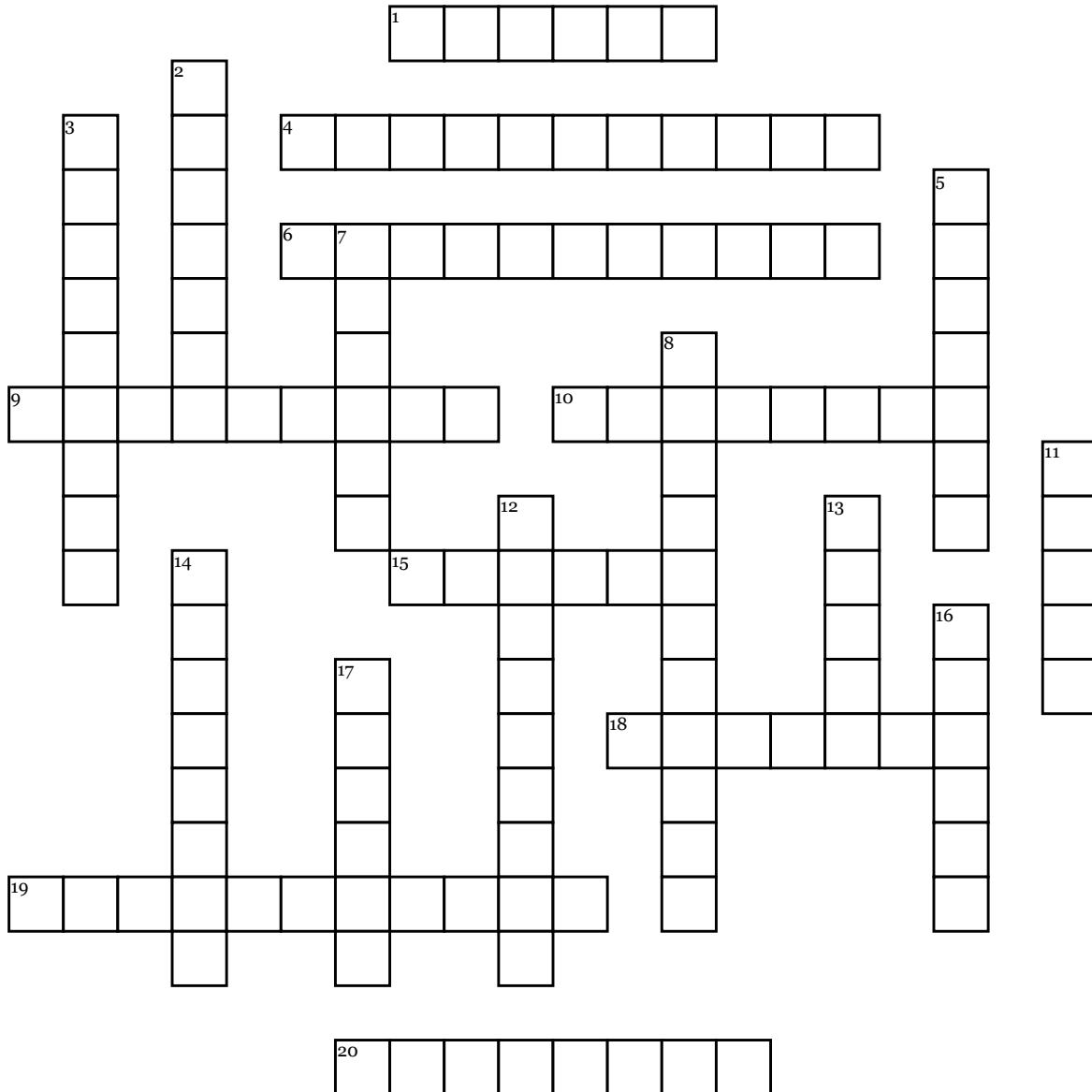


Medical Office Procedure Test Review



Across

- 1. What kind of patient file is for a patient who is actively treated in the medical office?
- 4. What type of quick meetings are done daily in the office?
- 6. Health-related _____ are internet sites that provide calculators for determining pregnancy due dates, body mass index, etc.
- 9. Medical records belong to the _____ or facilities where they were created.
- 10. A judge must sign a _____ which authorizes the physician to release the information without the patient's signature.
- 15. _____ reports are done by employees who report to the medical office manager.
- 18. The information inside the medical record belongs to the _____.
- 19. What kind of touch conveys concern?

- 20. What kind of patient file is for a patient who has not been seen in a certain period of time, but who will likely return one day?

Down

- 2. Minors may receive copies of only those documents their _____ cannot see (ex. STI treatments).
- 3. A _____ is used in the medical record to chart the progress of growth, such as child height, weight, and head circumference.
- 5. _____ is software designed to destroy portions of a computer.
- 7. What kind of listening involves paying complete attention and making direct eye contact?
- 8. Errors in the medical chart should never be _____.
- 11. A computer _____ is a program designed to perform mischievous functions.

- 12. What kind of keyboard is designed to promote good posture and limit physical injuries?

- 13. To _____ is the process of moving medical files to other locations, or perhaps scanning the documents in the files and then digitally storing the data.
- 14. Computer systems have three main components: 1. Hardware 2. _____ 3. Peripherals
- 16. The process of scheduling a medical offices appointments begins with the _____.
- 17. What kind of patient file is for a patient who has moved out of the area, is deceased, or has indicated that he will not be returning for care?