CAOT 179 Medical Terminology

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, emphasis is placed in anatomy and physiology, abnormal conditions, diagnostic and surgical procedures, as well as medical roots, prefixes, and suffixes. Skill emphasis is placed on defining medical terms and abbreviations, understanding basic human anatomy, and spelling of medical terms.

Course Outcomes

At the completion of this course, the student should be able to:
1. Build a vocabulary of medical terms by combining prefixes, suffixes, and word roots.
2. Analyze, define, and spell common medical terms.
3. Convert common medical abbreviations to the correct medical terms.
4. Communicate effectively (in verbal and written forms) using medical terms for anatomy, disease, and diagnostic and therapeutic procedures.

Course Outline

I. Introduction to Medical Terminology

A. Discuss the four parts of medical terms.
B. Recognize word roots and combining forms.
C. Identify the most common prefixes and suffixes.
D. Define word building and describe a strategy for translating medical terms.
E. State the importance of correct spelling of medical terms.
F. State the rules for determining singular and plural endings.
G. Discuss the importance of using caution with abbreviations.
H. Recognize the documents found in a medical record.
I. Recognize the different healthcare settings.
J. Understand the importance of confidentiality.

II. Body Organization

A. Recognize the combining forms related to body organization and body structure.
B. Correctly spell and pronounce medical terms and anatomical structures relating to body structure.
C. Discuss the organization of the body in terms of cells, tissues, organs, and systems.
D. Describe the common features of cells.
E. Define the four types of tissues.
F. List the major organs found in the twelve organ systems.
G. Describe the anatomical position.
H. Define the body planes.
I. Identify regions of the body.
J. Define directional and positional terms.
K. List the body cavities and their contents.
L. Locate and describe the nine anatomical and four clinical divisions of the abdomen.
M. Build body organization medical terms from word parts.
N. Interpret abbreviations associated with body organization.

III. Integumentary System

A. Identify and define the combining forms, prefixes, and suffixes related to the integumentary system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the integumentary system.
C. List and describe the three layers of skin and their functions.
D. List and describe the four purposes of the skin.
E. List and describe the accessory organs of the skin.
F. Build and define integumentary system medical terms from word parts.
G. Identify and define integumentary system vocabulary terms.
H. Identify and define selected integumentary system pathology terms.
I. Identify and define selected integumentary system therapeutic procedures.
J. Identify and define selected integumentary system diagnostic procedures.
K. Identify and define selected medications relating to the integumentary system.
L. Define selected abbreviations associated with the integumentary system.

IV. Musculoskeletal System

A. Identify and define the combining forms, prefixes, and suffixes related to the musculoskeletal system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the musculoskeletal system.
C. Locate and describe the major organs of the musculoskeletal system and their functions.
D. Correctly place bones in either the axial or the appendicular skeleton.
E. List and describe the components of a long bone.
F. Identify bony projections and depressions.
G. Identify the parts of a synovial joint.
H. Describe the characteristics of the three types of muscle tissue.
I. Use movement terminology correctly.
J. Build and define musculoskeletal system medical terms from word parts.
K. Identify and define musculoskeletal system vocabulary terms.
L. Identify and define selected musculoskeletal system pathology terms.
M. Identify and define selected musculoskeletal system diagnostic procedures.
N. Identify and define selected musculoskeletal system therapeutic procedures.
O. Identify and define selected medications relating to the musculoskeletal system.
P. Define selected abbreviations associated with the musculoskeletal system.

V. Cardiovascular System

A. Identify and define the combining forms and suffixes related to the cardiovascular system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the cardiovascular system.
C. Describe the major organs of the cardiovascular system and their functions.
D. Describe the anatomy of the heart.
E. Describe the flow of blood through the heart.
F. Explain how the electrical conduction system controls the heartbeat.
G. List and describe the characteristics of the three types of blood vessels.
H. Define pulse and blood pressure.
I. Build and define cardiovascular system medical terms from word parts.
J. Identify and define cardiovascular system vocabulary terms.
K. Identify and define selected cardiovascular system pathology terms.
L. Identify and define selected cardiovascular system diagnostic procedures.
M. Identify and define selected cardiovascular system therapeutic procedures.
N. Identify and define selected medications relating to the cardiovascular system.
O. Define selected abbreviations associated with the cardiovascular system.

VI. Blood, Lymphatic, and Immune Systems

A. Recognize the combining forms and suffixes related to the blood, lymphatic, and immune systems.
B. Gain the ability to pronounce medical terms and major anatomical structures.
C. List the major components, structures, and organs of the blood and lymphatic and immune systems and their functions.
D. Describe the blood typing systems.
E. Discuss immunity, the immune response, and standard precautions.
F. Build blood and lymphatic and immune system medical terms from word parts.
G. Define vocabulary, pathology, diagnostic and therapeutic medical terms relating to the blood and lymphatic and immune system.
H. Recognize types of medication associated with blood and the lymphatic and immune systems.
I. Interpret abbreviations associated with blood and the lymphatic and immune systems.

VII. Respiratory System

A. Identify and define the combining forms and suffixes related to the respiratory system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the respiratory system.
C. Locate and describe the major organs of the respiratory system and their functions.
D. List and describe the lung volumes and capacities.
E. Describe the process of respiration.
F. Build and define respiratory system medical terms from word parts.
G. Identify and define respiratory system vocabulary terms.
H. Identify and define selected respiratory system pathology terms.
I. Identify and define selected respiratory system diagnostic procedures.
J. Identify and define selected respiratory system therapeutic procedures.
K. Identify and define selected medications relating to the respiratory system.
L. Define selected abbreviations associated with the respiratory system.

VIII. Digestive System

A. Identify and define the combining forms and suffixes related to the digestive system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the digestive system.
C. Locate and describe the major organs of the digestive system and their functions.
D. Describe the function of the accessory organs of the digestive system.
E. Identify the shape and function of each type of tooth.
F. Build and define digestive system medical terms from word parts.
G. Identify and define digestive system vocabulary terms.
H. Identify and define selected digestive system pathology terms.
I. Identify and define selected digestive system diagnostic procedures.
J. Identify and define selected digestive system therapeutic procedures.
K. Identify and define selected medications relating to the digestive system.
L. Define selected abbreviations associated with the digestive system.

IX. Urinary System

A. Identify and define the combining forms and suffixes related to the urinary system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the urinary system.
C. Locate and describe the major organs of the urinary system and their functions.
D. Describe the nephron and the mechanisms of urine production.
E. Identify the characteristics of urine and a urinalysis.
F. Build and define urinary system medical terms from word parts.
G. Identify and define urinary system vocabulary terms.
H. Identify and define selected urinary system pathology terms.
I. Identify and define selected urinary system diagnostic procedures.
J. Identify and define selected urinary system therapeutic procedures.
K. Identify and define selected medications relating to the urinary system.
L. Define selected abbreviations associated with the urinary system.

X. Reproductive System

A. Identify and define the combining forms and suffixes related to the reproductive system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the reproductive system.
C. Locate and describe the major organs of the reproductive systems and their functions.
D. Use medical terms to describe circumstances relating to pregnancy.
E. Identify the symptoms and origin of sexually transmitted diseases.
F. Build and define reproductive system medical terms from word parts.
G. Identify and define reproductive system vocabulary terms.
H. Identify and define selected reproductive system pathology terms.
I. Identify and define selected reproductive system diagnostic procedures.
J. Identify and define selected reproductive system therapeutic procedures.
K. Identify and define selected medications relating to the reproductive systems.
L. Define selected abbreviations associated with the reproductive systems.

XI. Endocrine System
A. Identify and define the combining forms and suffixes related to the endocrine system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the endocrine system.
C. Locate and describe the major organs of the endocrine system and their functions.
D. List the major hormones secreted by each endocrine gland and describe their functions.
E. Build and define endocrine system medical terms from word parts.
F. Identify and define endocrine system vocabulary terms.
G. Identify and define selected endocrine system pathology terms.
H. Identify and define selected endocrine system diagnostic procedures.
I. Identify and define selected endocrine system therapeutic procedures.
J. Identify and define selected medications relating to the endocrine system.
K. Define selected abbreviations associated with the endocrine system.

XII. Nervous System

A. Identify and define the combining forms and suffixes related to the nervous system.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the nervous system.
C. Locate and describe the major organs of the nervous system and their functions.
D. Describe the components of a neuron.
E. Distinguish between the central nervous system, peripheral nervous system, and autonomic nervous system.
F. Build and define nervous system medical terms from word parts.
G. Identify and define nervous system vocabulary terms.
H. Identify and define selected nervous system pathology terms.
I. Identify and define selected nervous system diagnostic procedures.
J. Identify and define selected nervous system therapeutic procedures.
K. Identify and define selected medications relating to the nervous system.
L. Define selected abbreviations associated with the nervous system.

XIII. Special Senses: The Eye and Ear

A. Identify and define the combining forms and suffixes related to the eye and the ear.
B. Correctly spell and pronounce medical terms and major anatomical structures relating to the eye and ear.
C. Locate and describe the major structures of the eye and ear and their functions.
D. Describe how we see.
E. Describe the path of sound vibration.
F. Build and define eye and ear medical terms from word parts.
G. Identify and define eye and ear vocabulary terms.
H. Identify and define selected eye and ear pathology terms.
I. Identify and define selected eye and ear diagnostic procedures.
J. Identify and define selected eye and ear therapeutic procedures.
K. Identify and define selected medications relating to the eye and ear.
L. Define selected abbreviations associated with the eye and ear.
XIV. Special Topics

A. Identify and define the combining forms and suffixes related to the topics listed below.
B. Correctly spell and pronounce medical terms relating to the medical fields introduced in this chapter.
C. Describe pertinent information relating to Pharmacology.
D. Describe pertinent information relating to Mental Health.
E. Describe pertinent information relating to Diagnostic Imaging.
F. Describe pertinent information relating to Rehabilitation Services.
G. Describe pertinent information relating to Surgery.
H. Describe pertinent information relating to Oncology.
I. Identify and define vocabulary terms relating to the topics.
J. Identify and define selected pathology terms relating to the topics.
K. Identify and define selected diagnostic procedures relating to the topics.
L. Identify and define selected therapeutic procedures relating to the topics.
M. Define selected abbreviations associated with the topics.

Additional information:

Entry level competencies for Medical Assistants:
Taken from the 2008 Standards and Guidelines for the Medical Assisting Education Programs
This course includes the following competencies:

I.C  Anatomy and Physiology
    1. Describe structural organization of the human body
    2. Identify body systems
    3. Describe body planes, directional terms, quadrants, and cavities
    4. List major organs in each body system
    5. Describe the normal function of each body system
    6. Identify common pathology related to each body system

IV.C  Concepts of Effective Communication
    10. Diagram medical terms, labeling the word parts
    11. Define both medical terms and abbreviations related to all body systems

IV. P Concepts of Effective Communication
    3. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations.