

Medical Terminology – Basics

Medical Terminology – 1, Basics

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The **Medical Terminology - Basics** course provides a solid foundation to understand the working language of medicine as it pertains to structure and composition of medical terms in a number of important categories!

Course Objectives

- Understand the importance of medical terminology and the proper use this special language in the medical field for medical coding tasks.
- Synthesize medical language and information accurately.
- Learn basic medical root words, prefixes and suffixes and their meanings.
- Differentiate between suffix endings, (e.g., adjective, noun, singular and plural forms).
- Appropriately recognize word roots and combining forms pertaining to each of the body systems.
- Pronounce medical terms correctly.
- Identify common disorders and their associated symptoms for each body system.
- Correlate medical word parts with usage in anatomy, pathology, symptomatology, procedures, treatments, and medical specialties.
- Interpret medical treatments and common abbreviations.
- Build composite medical terms referring to each body system.
- Define common terms related to diseases.
- Define common laboratory and pharmacological terms.

Course Outline

Introduction to Medical Coding Terminology

Word Building Basics

Root Words and Combining Forms

Prefixes

Suffixes

Signs, Symptoms, and Disease

Acute Conditions and Illnesses

Chronic Conditions and Illnesses

Mental Disorders

Medical Treatments

Medical Abbreviations - 1

Medical Abbreviations - 2

Medical Laboratory - 1

Medical Laboratory - 2

Pharmacology

Topic Outlines

Topic 2 **Word Building Basics**

Medical term components
Analyzing a medical term
Terms with common components
 Disease of...
 Inflammation of...
 Ear
 Eye
 Gastrointestinal system
 Nervous system
 Reproductive system
 Respiratory system
 Urinary system
 Vascular system
 Miscellaneous inflammations
Pain
Recording of...
Specialists
Study of...
Surgical repair

Topic 3 **Root Words and Combining Forms**

Root words
Combining vowels
Combining forms
 Combining forms pertaining to organ systems
 Blood-forming and lymphatic systems
 Cardiovascular system
 Endocrine system
 Gastrointestinal system
 Integumentary system
 Musculoskeletal system
 Nervous system
 Reproductive system
 Respiratory system
 Sensory system
 Urinary system
Combining forms pertaining to color
Miscellaneous combining forms

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Topic 4

Prefixes

Prefixes

- Prefixes pertaining to amount or comparison
- Prefixes pertaining to location
- Prefixes pertaining to negation
- Prefixes pertaining to size and position
- Prefixes pertaining to time
- Miscellaneous prefixes

Topic 5

Suffixes

Suffixes

- Suffixes denoting disease or change in the body
- Suffixes denoting word parts
- Suffixes denoting diagnostic procedures
- Suffixes denoting surgical incisions
- Suffixes denoting surgical procedures

Topic 6

Signs, Symptoms and Disease

Signs and symptoms

Types of symptoms

General symptoms

- Cardiovascular symptoms
- Gastrointestinal symptoms
- Integumentary symptoms
- Neurological/psychological symptoms
- Ocular symptoms
- Pulmonary symptoms
- Urologic symptoms

Disease

- Disease processes
- Syndromes, illness and disease
- Transmission of disease
- Social significance of disease
- Types of disease
- Signs, symptoms and indications for disease

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Topic 7

Acute Conditions and Illnesses

Terms and definitions

Major acute conditions

- Allergy

- Infection

- Inflammation

- Microorganisms

 - Bacteria

 - Fungi

 - Protozoa

 - Rickettsia

 - Viruses

- Parasites

- Physical and chemical agents

 - Animal bites

 - Asphyxiation

 - Bites of insects, spiders and snakes

 - Electric shock and burns

 - Extreme heat and cold

 - Extremes of atmospheric pressure

 - Ionizing radiation

 - Near-drowning

 - Poisoning

 - Trauma

Topic 8

Chronic Conditions and Illnesses

Terms and definitions

Overview of chronic conditions

- Acute vs. chronic conditions

- The causes of chronic disease

Major chronic conditions

- Arthritis

- Chronic obstructive pulmonary disease (COPD)

- Chronic pain

- Chronic renal failure (CRF)

- Congestive heart failure (CHF)

- Coronary artery disease (CAD)

- Diabetes mellitus (DM)

- Essential hypertension

- Inflammatory bowel disease

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Topic 9

Mental Disorders

Terms and definitions

Overview of mental disorders

Factors influencing mental conditions and disorders

Categories of mental disorders

Adjustment disorders

Anxiety disorders

Dissociative disorders

Eating disorders

Impulse control disorders

Mood disorders

Personality disorders

Psychotic disorders

Sleep disorders

Somatoform disorders

Substance-related disorders

Topic 10

Medical Treatments

Terms and definitions

Diagnostic procedures

Topic 11

Medical Abbreviations - 1

Common medical abbreviations

Topic 12

Medical Abbreviations - 2

Common diagnosis and treatment abbreviations

Topic 13

**Medical Laboratory – 1
Medical Lab and Blood Tests**

Terms and definitions

Medical laboratory

Departments

Processing specimens

Contents of tubes

Draw order

Color top tubes containing coagulants

Color top tubes containing anticoagulants

Management of specimens

Laboratory tests

Hematology tests

Analysis of blood

Types of blood tests

Autoimmune disease tests

Blood fat tests

Cardiac blood tests

Coagulation tests

Complete blood count

Diabetes blood tests

Disease marker tests

Drug assays

Electrolytes

Liver function tests

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Topic 14

Medical Laboratory – 2 Blood Banking and Other Lab Tests

Terms and definitions

Blood banking

Blood donors

Donor requirements

Autologous blood donors

Collecting donated blood

The components of blood

Separating the components of blood

Testing donated blood

Storing blood safely

Blood typing

Compatibility testing

Risks

Cytology tests

Types of biopsies

Specimen processing

Permanent sections

Frozen sections

Microbiology tests

Subdisciplines of microbiology

Renal tests

Renal disease tests

Renal function tests

Urinalysis

Methodology

Macroscopic analysis

Microscopic analysis

Topic 15

Pharmacology

Terms and definitions

Pharmacology

Drugs used as medicines

Pharmaceutical form

Routes of administration

Drug categories