



MEDICAL TERMINOLOGY— DIVIDING AND COMBINING TERMS

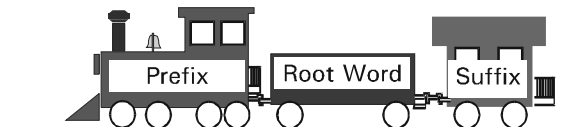


STEP 1 LESSON PREVIEW



So far, you have learned the word parts that fit together to form medical terms: prefixes, root words and suffixes. This lesson shows you how to take complete terms and divide them. You'll also learn how to combine word parts correctly to create new terms.

You may recall the train example in the last lesson—the root word is the boxcar, the prefix is the engine, and the caboose is the suffix. When you divide medical terms, you can look at the entire train and determine the prefix, suffix and root word. This is important because you sometimes will be faced with unfamiliar terms. If you can look at an unfamiliar word and divide it properly, you then can determine its meaning based on the word parts.



As a medical claims and billing specialist, you might receive bills that don't have the correct medical term spelled out for you. The doctor might have written the procedure or diagnosis in a sentence, but the insurance company needs a key term. *You* are the link between the healthcare provider and her salary! This lesson shows you how to take these “plain English” descriptions and combine word parts to form the correct medical term. As you read this lesson, keep in mind that you are learning both the meanings of and how to assemble words. However, if you find yourself getting confused when dividing and combining terms, remember that as a medical claims and billing specialist, it is more important that you be able to determine the meanings of medical terms than divide and combine the words. Throughout the lesson, be sure to



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have your flashcards and medical dictionary handy as you will need to consult them as you study the following material, do the Progress Checks and take the quiz. Your knowledge of medical terms will make you a valuable resource in the medical field—you will be able to communicate effectively with health care providers and insurance companies. Keep up the good work and move on to Step 2!



STEP 2 LEARNING OBJECTIVES FOR LESSON 6



When you have completed the instruction in this lesson, you will be able to:

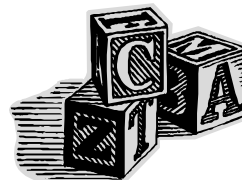
1. Divide medical terms into parts and then give the meaning of each part.
2. Properly combine prefixes, root words, and/or suffixes to form medical terms that describe certain diagnoses and procedures.



STEP 3 DIVIDING MEDICAL TERMS



You have learned about word parts—the building blocks of medical terms—and now you can identify these building blocks in medical terms. By dividing medical terms into their word parts, you will be able to recognize new or complicated medical terms. Then you will be able to look them up in a dictionary more easily and spell them correctly.



Fact About Dividing Words

- ✓ When you look for the word parts in a medical term, read from the end of the term to the beginning. This simple technique lets you "see" word parts more easily.

Look at this example.

thermometer

If you read from the end of the word, the first word part you see is the suffix *meter*. Draw a slash to the left of *meter*.

thermo/meter



Continue reading from right to left. Next you see an *o*. This may be a combining vowel. Put in another slash. Continue reading from right to left. You see the root word *therm*.

therm/o/meter

- Now give the meaning of thermometer starting with the suffix.

**Word Part Starting
with End of Word**

Meaning

/meter

instrument to measure

o

(combining vowels have no meaning)

therm/

heat



A thermometer is an instrument to measure heat.

The following three examples further show you how to divide a medical term, reading from end to beginning, to find the meaning.

**Word Part Starting
with End of Word**

Meaning

/genesis

creating

o

(combining vowels have no meaning)

carcin/

cancer of gland tissue

Carcinogenesis means creating cancer of gland tissue.

**Word Part Starting
with End of Word**

Meaning

/partum

labor (delivery)

post/

after

Postpartum means after labor or delivery.

**Word Part Starting
with End of Word**

Meaning

/plasty

restore through surgery

o

(combining vowels have no meaning)

maxill/o

upper jaw

Maxillaoplasty means restoring the upper jaw through surgery.



Of course, whenever you are pronouncing a term, you should read from the beginning of the term to the end, just as you would read any new word in English.

Here is an important point you need to know when you divide medical terms. (It helps to remember that a *consonant* is any letter of the alphabet except *a, e, i, o, u* and, for the purposes of working with medical terms, *y*.)

Fact About Dividing Medical Terms

- ✓ When a suffix begins with a consonant, there is a combining vowel between the root word and the suffix.

➤ Look at these examples.

Term with Suffix Beginning with Consonant	Meaning
cardi/o/ + gram	tracing of the heart
thromb/o/ + plasty	surgical repair of blood clot
thorac/o/ + centesis	withdrawing fluid from the chest
gastr/o/ + megaly	enlargement of the stomach

Because all the suffixes in these examples begin with a consonant, the combining vowel is used. (Did you notice in these examples that dividing slashes (/) were placed between each word part?)

Fact About Dividing Words

- ✓ When the suffix begins with a vowel, there is no combining vowel between the root word and the suffix.

Vowels are the letters *a, e, i, o* and *u*; as previously mentioned, *y* also is considered a vowel when working with medical terms.



➤ Here are some examples.

Term with Suffix Beginning with Vowel	Meaning
arthr/ + algia	pain in joints
bi/ + opsy	look at living (tissue)
cardi/ + ac	relating to the heart
hemat/ + oma	blood tumor (lump)
cardi/o/path/ + y	disease of the heart

As you can see, the combining vowel was not used in the terms above before the suffix. The last term, *cardiopathy*, ends with the suffix /y. The suffix /y follows this vowel rule because it acts like a vowel here.

Fact About Dividing Words

- ✓ There is a combining vowel between two root words in a compound word.

As you learned in Lesson 5, a compound word has two or more root words in it. Look at these examples. Notice the combining vowel between the root words. Also notice that the combining vowel remains even if the second root word begins with a vowel.

Compound Word with Combining Vowel	Meaning
cardi/o/log/ist	heart specialist
gastr/o/enter/o/logy	study of the stomach and bowels
therm/o/meter	instrument to measure heat





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- Let's try a few more "dissections" of medical terms. Look for word parts in the examples below. Read each term from the end of the term—from right to left. Put in slashes between word parts. Pay special attention to whether or not a combining vowel is present. Be careful. Not every *o* is a combining vowel, so use your flashcards if you need help.

perirenal

hemostasis

neuritis

hepatitis

cranium

pararenal

appendectomy

paraneural

cardiology

hepatomegaly

Here is how you should divide these terms. Either way is correct as the combined suffix does not always need to be divided.

peri/ren/al

hem/o/stasis

neur/itis

hepat/itis

crani/um

para/ren/al

append/ectomy or append/ec/tom/y

para/neur/al

cardi/o/logy or cardi/o/log/y

hepat/o/megaly or hepat/o/megal/y





- Now give the meaning of these terms. Start at the end of the term and work to the left. Write the meaning in the blank lines. (The meaning you give doesn't have to be exactly the same as ours. We will use the meanings from your flashcards.)

peri/ren/al	_____
hem/o/stasis	_____
neur/itis	_____
hepat/itis	_____
crani/um	_____
para/ren/al	_____
append/ectomy	_____
para/neur/al	_____
cardi/o/logy	_____
hepat/o/megaly	_____

- The meanings for each of the above terms are listed here:

peri/ren/al	around (surrounding) the kidney
hem/o/stasis	control (hold in) blood
neur/itis	inflammation of nerve(s)
hepat/itis	inflammation of the liver
crani/um	(structure of the) skull
para/ren/al	beside (beyond) the kidney
append/ectomy	(the process of) removal of the appendix
para/neur/al	relating to beside a nerve
cardi/o/logy	(the process of) the study of the heart
hepat/o/megaly	(the process of) enlargement of the liver

The words *the process of* are enclosed in parentheses because they usually are left off when the word is defined in common speech. For example, *hepatomegaly* commonly is defined as *enlargement of the liver*, not the *process of enlargement of the liver*.



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People who work in the medical field often use shorter and simpler meanings of words to save time. As you become more familiar with medical terms, you probably will use simpler meanings also. Sometimes a simpler meaning of a word can be formed by reading the word from beginning to end.

Compare these simpler meanings that were given by an experienced claims specialist to the meanings derived from word parts.

Term	Meaning Derived from Word Parts	Simpler Meaning
thermometer	instrument to measure heat	heat-measuring instrument
paraneural	relating to beside a nerve	next to a nerve
cardiology	(the process of) the study of the heart	heart specialty
hepatomegaly	(the process of) enlargement of the liver	liver enlargement

For now, start at the end of a word that is new to you to help you look for word parts that you recognize and to help you give meanings for word parts. This is the easiest way to find word parts and give meanings. As you become more familiar with various word parts, feel free to use simpler meanings.

Now let's examine a few word parts and their meanings. Remember, you may use your flashcards to find word part meanings, and as you learn more word parts, dividing medical terms will become easier!

Word Part	Meaning
bi/	two
/malacia	softening
syn/, sym/	together with
gynec/o	female
sarc/o	nongland tissue, flesh
vit/o	living, alive
chem/o	chemical, drug
meta/	change, beyond
maxill/o	upper jaw
nect/o	bind
/oma	tumor, mass



Before we move on to our first progress check, examine the two boxes that follow. The boxes list common prefixes and suffixes and their meanings. These boxes will help you as you divide and combine terms.

Prefix	Meaning
a-, an-	absence of, without, no, not
ante	before
con	with
contra	opposite, against
dia-	across, apart, complete knowledge, through
endo-	within, in, inner
post	after
pro-, pros-	before, forward, in front of
re-	back, behind
sub-	under, below
trans-	across, through, over, beyond

Suffix	Meaning
-al	relating to, pertaining to
-algia	pain
-ectomy	removal, excision
-gnosis	about the patient's condition
-gram	recording, picture
-ic	relating to, pertaining to
-itis	inflammation
-logy	study of
-osis	abnormal condition
-scopy	process of visual examination

**STEP 4 PROGRESS CHECK 6-1****PART I**

Divide each medical term listed below by putting slashes between the word parts, including between root words and combining vowels.

Remember, you don't have to divide a combined suffix. For example, cardi/o/logy and cardi/o/log/y both are correct. Do all the items you know first. Then use your flashcards for items that you don't know.

Circle the items you had to look up on the flashcards. The first word is divided for you.

PART II

For each medical term listed below, write the meaning. Do all the items you know first. Then use your flashcards for items that you don't know. Circle the items you had to look up on the flashcards. We have given you the first answer to get you started.

Divide	Meaning
1. cardi/o/megaly	<u>enlargement of the heart</u>
2. acromegaly	_____
3. macroglossia	_____
4. histology	_____
5. arthritis	_____
6. splenomegaly	_____
7. aleukocytosis	_____
8. thoracocentesis	_____
9. gastrectomy	_____
10. pulmonary	_____

**STEP 5 CHECK YOUR ANSWERS TO PROGRESS
CHECK 6-1**

- Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made. Pay particular attention to any items you have circled.

**STEP 6 PRONOUNCE WORD PARTS**

- Now that you know the basics about dividing medical terms, practice pronouncing word parts using the following exercise. Pronouncing the terms will help you become familiar with them.
 - a. Take your Quick-Learn Tutor and your Set 4 flashcards out of your Quick-Learn Kit. Insert the first flashcard for Set 4 into Side A of the Tutor.
 - b. Put your pronunciation CD in your CD player. Advance the CD to Flashcard Set 4.
 - c. Listen to a word part as it is pronounced on the CD. After you hear a word part, put the CD player on pause.
 - d. Look at the word part in the left window of your Quick-Learn Tutor and practice pronouncing it out loud several times to familiarize yourself with the term. Push the flashcard up and read the meaning of the word part.
 - e. Continue this process for all the flashcards for this set.
 - f. Next, put the flashcards in order and run the CD again. This time, pronounce each word part in order but do not stop the CD player.
 - g. As you pronounce each word part, look at it on the flashcard.

**STEP 7 WRITE WORD PARTS**

The next step in your lesson is to practice writing the terms you have just learned. Follow these instructions:

- a. Insert the first flashcard for Set 4 into Side A of your Quick-Learn Tutor.
- b. Look at each word part as it appears in the window and say it out loud. Write each word part on blank paper. Remember to include the slash.
- c. Push the card up until the meaning appears in the right window and read the meaning out loud. Write the meaning beside the word part.
- d. Do this for each flashterm for this set.

**STEP 8 MEANINGS OF WORD PARTS**

Follow these steps to familiarize yourself with the meanings of the terms you have pronounced and written.

- a. Again insert the first flashcard for Set 4 into Side A of your Quick-Learn Tutor. Pronounce each word part out loud and then say the meaning. Check yourself by pushing the flashcard up until you can see the meaning in the right window.
- b. Now insert the flashcard into Side B of your Quick-Learn Tutor. Push the card up until you see the meaning of the first flashterm in the right window. Read each meaning out loud. Before you look, see if you can remember the word part that goes with that meaning. Check yourself by pushing the flashcard up until you can see the word part in the left window. Do this for each flashterm for this set.
- c. Practice with the flashcards several times until you are familiar with the word parts and their meanings. You may use the flashcards for the Progress Checks and the Mail-In Quizzes.

**STEP 9 PROGRESS CHECK 6-2****○ PART I**

For each word part listed below, write the meaning. Do all the items you know first. Then use your flashcards for items that you don't know.

Circle the items you had to look up on the flashcards.

Word Part	Meaning
1. carcin/o	_____
2. ox/o	_____
3. laryng/o	_____
4. cerebr/o	_____
5. /genesis	_____
6. axill/o	_____
7. /penia	_____
8. /tome	_____
9. /tomy	_____
10. /oma	_____



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PART II

For each meaning below, give the proper word part. Be sure to include the slash. Do all the items you know first. Then use your flashcards for items that you don't know. Circle the items you looked up on the flashcards.

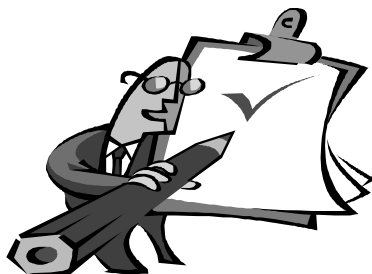
Meaning	Word Part
11. self	_____
12. run	_____
13. chemical, drug	_____
14. with	_____
15. change, beyond	_____
16. rib	_____
17. female	_____
18. lower jaw	_____
19. brain	_____
20. many	_____



STEP 10 CHECK YOUR ANSWERS TO PROGRESS CHECK 6-2



Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made. Pay particular attention to any items you have circled.



**STEP 11****PROGRESS CHECK 6-3****PART I**

Divide each medical term listed below by putting slashes between the word parts, including between root words and combining vowels. Remember, you don't have to divide a combined suffix. For example, cardi/o/logy and cardi/o/log/y both are correct. Do all the items you know first. Then use your flashcards for items that you don't know. Circle the items you had to look up on the flashcards. The first word is divided for you.

PART II

For each medical term listed below, write the meaning. Do all the items you know first. Then use your flashcards for items that you don't know. Circle the items you had to look up on the flashcards. We have given you the first answer to get you started.

Divide	Meaning
1. oste/o/malacia	softening of bone
2. sarcoma	
3. carcinoma	
4. connect	
5. maxillary	
6. laryngitis	
7. vital	
8. costal	
9. craniotome	
10. chemotherapy	

**STEP 12 CHECK YOUR ANSWERS TO PROGRESS
CHECK 6-3**

Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made. Pay particular attention to any items you have circled.

**STEP 13 COMBINING MEDICAL TERMS**

Combining word parts to form medical terms is just the reverse of dividing medical terms into word parts.

When you learned to divide medical terms, you gained the skill of recognizing long or complicated terms by dividing them into their word parts. Sometimes when doctors fill out bills and charts, they may use a term unclearly or incorrectly. If you know how to combine word parts, you can put together the correct medical term from its everyday English meaning. This is the reason for learning how to combine medical terms.

Knowing just a few word parts allows you to combine them into many different medical terms. Look at this example of the number of new terms you can form each time you add a new word part to your list.

Word Parts Learned

Root Words: gastr/o

Suffixes:

/ic gastric
/itis gastritis
/ectomy gastrectomy

Prefixes:

epi/ epigastric
peri/ perigastric

Terms You Can Form

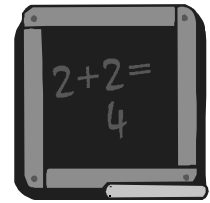
cyst/o splen/o

cystic	splenic	gastrosplenic
cystitis	splenitis	
cystectomy	splenectomy	

epicystitis	episplenitis
pericystic	perisplenitis
pericystitis	



Let's see now. You only needed to learn eight word parts to build 17 medical terms! Not bad. Just stick to the steps and before you know it, you will have learned many word parts the easy way. Word parts, like nickels and dimes, add up fast.



Let's go over the important things to remember when combining medical terms. These rules will help you when combining most Latin terms.

Fact About Combining Word Parts

- ✓ Use a combining vowel between a root word and a suffix that begins with a consonant.

- Look at these examples of terms built from their English meanings. Each suffix begins with a consonant. That's why the combining vowel was used.

Meaning	Term with Suffix Beginning with Consonant	Combined Term
tracing of the heart	cardi/o/ + gram	cardi/o/gram
surgical repair of a blood clot	thromb/o/ + plasty	thromb/o/plasty
to cut into the stomach	gastr/o/ + tomy	gastr/o/tomy

Facts About Combining Word Parts

- ✓ Do not use a combining vowel between a root word and a suffix that begins with a vowel.
- ✓ Do not use a combining vowel between a prefix and a root word.



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- Look at these examples. The combining vowel is not used.

Meaning	Term with Suffix Beginning with Vowel	Combined Term
blood tumor (lump)	hemat/o/ + oma	hemat/oma
look at living (tissue)	bi/o/ + opsy	bi/opsy
relating to the heart	cardi/o/ + ac	cardi/ac

Fact About Combining Word Parts

- ✓ Use a combining vowel between two root words in a compound word even when the second root word begins with a vowel.

- Look at these examples. The combining vowel is used between two root words. All of the root words below are in boldface type.

Meaning	Compound Word	Combined Term
heart specialist	cardi /o/ log /ist	cardiologist
instrument to measure heat	therm /o/ meter	thermometer
study of the stomach and intestines	gastr /o/ enter /o/ log /y	gastroenterology
relating to water electrical activity	hydr /o/ electr /ic	hydroelectric





When dividing and combining terms in this course, it's helpful to identify the prefixes and suffixes in addition to the root words. For example:

Meaning	Prefix	Root(s)	Suffix	Medical Term
control blood		hem/o	/stasis	hemostasis
relating to around kidney	peri/	ren/o	/al	perirenal
enlargement of the liver		hepat/o	/megaly	hepatomegaly
inflammation of vessels		angi/o	/itis	anglitis
removal of the spleen		splen/o	/ectomy	splenectomy

Read from the beginning of the term to the end when you are pronouncing a term you have created.

And remember, read from the end of the term to the beginning when you are checking the meaning of a term you have created.

Combining word parts can be more difficult than dividing terms because there are many suffixes that mean the same thing. You must know which one to use. To learn this, you will use the combined suffixes you learned in Lesson 5. This way you will learn which suffixes go with which root words.

In everyday practice, medical claims and billing specialists look up new terms in a medical dictionary to be sure they are using the correct suffix. At this point in the course, you do not need a medical dictionary—your flashcards contain the word parts you need.





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STEP 14 PROGRESS CHECK 6-4



For each set of word parts, combine the parts into a medical term using the rules you learned in this lesson. Write the medical term and the meaning in the blank spaces below.

Word Parts	Medical Term	Meaning
1. gastr/o enter/o /logy	_____	_____
2. oste/o /malacia	_____	_____
3. laryng/o /scope	_____	_____
4. carcin/o /oma	_____	_____
5. sarc/o /oid	_____	_____
6. muc/o /ous	_____	_____
7. thromb/o /osis	_____	_____
8. hepat/o /ic	_____	_____
9. peri/ col/o /itis	_____	_____
10. pulmon/o /ic	_____	_____



STEP 15 CHECK YOUR ANSWERS TO PROGRESS CHECK 6-4



Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made.

**STEP 16 PROGRESS CHECK 6-5**

In this Progress Check, you will divide the terms and give their meanings. Follow these steps:

- a. Using a pencil, make slashes to divide the terms into word parts.
Like this: cardi/o/log/ist
- b. Write the meaning of the word in the blank space on the right.
Like this: cardi/o/log/ist one who specializes in studying the heart
- c. You may refer to your flashcards if you need to.

Divide	Meaning
1. chemist	_____
2. craniotomy	_____
3. laryngectomy	_____
4. endoderm	_____
5. perihepatic	_____
6. polygastria	_____
7. thrombitis	_____
8. subhepatic	_____
9. retrogastric	_____
10. myeloid	_____
11. myopathy	_____
12. venous	_____
13. natal	_____
14. kleptomania	_____
15. neurosis	_____
16. electric	_____
17. arterial	_____
18. cystic	_____

**STEP 17 CHECK YOUR ANSWERS TO PROGRESS
CHECK 6-5**

Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made.

**STEP 18 PRONOUNCE WORD PARTS**

Follow these steps to familiarize yourself with additional word parts you'll encounter in your new career:

- a. Take your Quick-Learn Tutor and your Set 5 flashcards out of your Quick-Learn Kit. Insert the first flashcard for Set 5 into Side A of the Tutor.
- b. Put your pronunciation CD in your CD player. Advance the CD to Flashcard Set 5.
- c. Listen to a word part as it is pronounced on the CD. After you hear a word part, put the CD player on pause.
- d. Look at the word part in the left window of your Quick-Learn Tutor and practice pronouncing it out loud several times. Push the flash card up and read the meaning of the word part. Continue this process for all the flashcards for this set.
- e. Next, put the flashcards in order and run the CD again. This time, pronounce each word part in order but do not stop the CD player.
- f. As you pronounce each word part, look at it on the flashcard.

**STEP 19 WRITE WORD PARTS**

These are the steps to follow:

- a. Insert the first flashcard for Set 5 into Side A of your Quick-Learn Tutor.
- b. Look at each word part as it appears in the window and say it out loud. Write each word part on blank paper. Be sure to include the slash.
- c. Push the card up until the meaning appears in the right window and read the meaning out loud. Write the meaning beside each word part.
- d. Do this for each flashterm for this set.

**STEP 20 MEANINGS OF WORD PARTS**

Follow these steps:

- a. Again insert the first flashcard for Set 5 into Side A of your Quick-Learn Tutor. Pronounce each word part and then say the meaning. Check yourself by pushing the flashcard up until you can see the meaning in the right window.
- b. Now insert the flashcard into Side B of your Quick-Learn Tutor. Push the card up until you see the meaning of the first flashterm in the right window. Read each meaning out loud, and then say the word part. Again, check yourself by pushing the flashcard up until you can see the term in the left window.
- c. Practice with the flashcards several times until you are familiar with the words and their meanings.
- d. When you feel comfortable with the spelling, pronunciation, and meaning of each word part, go on to the next step.

**STEP 21** **PROGRESS CHECK 6-6****PART I**

Write the meaning for each word part listed below. Use your flashcards for items that you don't know. Circle any items you looked up on the flashcards.

Word Part	Meaning
1. lapar/o	_____
2. pneum/o	_____
3. ana/	_____
4. /physis	_____
5. /pnea	_____
6. bronch/o	_____
7. cutane/o	_____
8. mort/o	_____
9. psych/o	_____
10. phob/o	_____





PART II

Write the correct word part for each meaning given below. Be sure to include the slash. Use your flashcards for items that you don't know. Circle any items you looked up on the flashcards.

Meaning	Word Part
11. break down, dissolve	_____
12. bad, labored	_____
13. nose	_____
14. bear	_____
15. secrete	_____
16. ear	_____
17. eye	_____
18. kidney	_____
19. tonsils	_____
20. flow	_____

PART III

Write the correct meaning for each bold word within the CPT descriptions below. Use your flashcards for items that you don't know. Circle any items you looked up on the flashcards.

- 93760 **Thermogram**; cephalic

- 59400 Routine obstetric care including antepartum care, vaginal delivery (with or without episiotomy, and/or forceps) and **postpartum** care.

- 95024 **Intracutaneous** (intradermal) tests with allergenic extracts, immediate type reaction, specify number of tests.



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- | | |
|----------|---|
| 4. 11300 | Shaving of epidermal or dermal lesion, single lesions, trunk, arms, or legs; lesion diameter 0.5 cm or less. |
| <hr/> | |
| 5. 50220 | Nephrectomy , including partial ureterectomy, any open approach including rib resection. |
| <hr/> | |



STEP 22 CHECK YOUR ANSWERS TO PROGRESS CHECK 6-6



Check your answers with the Answer Key at the back of this book. Correct any mistakes you have made. Review your flashterms again, giving extra attention to any items circled in the Progress Check.



STEP 23 LESSON SUMMARY



Medical terms are constructed of root words, prefixes, and suffixes. By learning these word parts, you can divide a medical term into its word parts and derive its meaning. You can take an unfamiliar medical term, separate its root word from any prefixes or suffixes, and determine what that word means. This is important because you cannot possibly memorize every single medical term health care providers use. But you can learn to divide and combine medical terms, and this skill will enable you to become a competent, professional medical claims specialist. You'll be able to break up unfamiliar medical terms so that you can look them up in your medical dictionary to determine the correct spelling and meaning.

Now don't get discouraged if you found this lesson a little challenging. As you read in the preview of this lesson, keep in mind that as a medical claims and billing specialist, it is more important that you be able to determine the meanings of medical terms than divide and combine the words. However, this doesn't mean that the progress checks in this lesson aren't important. If you skipped any or struggled to complete some of them, go back and work on them again. Doing so only will help you with the upcoming quiz. U.S. Career Institute successfully has graduated thousands of men and women from its program, and we want you to be one of these success stories! If you need a helping hand, call your instructor. And remember that U.S. Career Institute offers support even after you graduate and as you advance in your new career.

**STEP 24 MAIL-IN QUIZ #6**

- ☐ a. Be sure you have mastered the instruction and Progress Checks in this lesson.
- b. Complete Quiz #6 on the following pages.
- c. When you have finished, **TRANSFER YOUR ANSWERS TO THE ANSWER SHEET PROVIDED.** Use blue or black ink. Do not use red ink. Be sure to print clearly.
- d. Be sure to fill in all information requested.
- e. Submit your answers to the school via mail, fax or, to receive your grade immediately, submit your answers online at www.uscareerinstitute.com.

For items 1 through 15, choose the correct definition for each term.

1. **crani/o** ____
- a. head
 - b. skull
 - c. structure
 - d. self
2. **tens/o** ____
- a. relating to
 - b. structure
 - c. through
 - d. pressure
3. **para/** ____
- a. beside, beyond
 - b. relating to
 - c. through
 - d. surrounding
4. **dia/** ____
- a. beside, beyond
 - b. relating to
 - c. through
 - d. surrounding



LESSON 6

MEDICAL CLAIMS AND BILLING SPECIALIST

5. /emia ____
 - a. throughout the blood
 - b. disease
 - c. withdrawing fluid
 - d. water, fluid
6. /ium ____
 - a. situation, process, condition
 - b. structure
 - c. condition
 - d. relating to
7. /tic ____
 - a. situation, process condition
 - b. structure
 - c. condition
 - d. relating to
8. adip/o ____
 - a. vessel containing fluid
 - b. armpit
 - c. sudden, sharp
 - d. fat tissue
9. laryng/o ____
 - a. jugular, throat or neck vein
 - b. esophagus
 - c. mouth
 - d. voicebox, larynx
10. auto/ ____
 - a. immunity
 - b. disease
 - c. self
 - d. structure
11. /malacia
 - a. excessive preoccupation
 - b. softening
 - c. lack of
 - d. hardening



12. **/plasty** ____
 - a. restore by surgery
 - b. development, growth
 - c. breathing
 - d. attach into place
13. **cephal/o** ____
 - a. head
 - b. skull
 - c. spine
 - d. nose
14. **rhin/o** ____
 - a. head
 - b. skull
 - c. spine
 - d. nose
15. **/pnea** ____
 - a. nose
 - b. growth
 - c. breathing
 - d. formation

For items 16 through 25, use your flashcard sets 1 through 5 and the information you have learned about dividing terms to choose the appropriate definition for each term.

16. **Hyperdactylia** ____
 - a. A condition of having a decreased number of fingers or toes
 - b. A condition of having an increased number of fingers or toes
 - c. A procedure to remove an infected toe
 - d. A condition in which toes grow faster than usual
17. **Adenocarcinoma** ____
 - a. A cancerous tumor of gland tissue
 - b. Near or within a cancerous gland tissue
 - c. Tissue affected by adenoma
 - d. A disease of the lymph nodes
18. **Gastroenteritis** ____
 - a. Relating to the stomach and intestines
 - b. One who studies the stomach and small intestine
 - c. Inflammation of the stomach and small intestine
 - d. Excision of part or all of the stomach



19. **Antepartum** ____
- a. Before delivery
 - b. After delivery
 - c. Against or beside a structure
 - d. Before meals
20. **Lithocystotomy** ____
- a. To remove cells from the bladder
 - b. To cut into a sac of fluid
 - c. Surgically remove (cut into or slice) a stone from the bladder
 - d. To surgically remove the bladder
21. **Osteopathy** ____
- a. Atrophy of the bone
 - b. The study of bone disease
 - c. To restore the bone by surgery
 - d. Disease process of the bone
22. **Erythrodermia** ____
- a. Relating to inflammatory redness of the skin
 - b. Condition of red skin
 - c. Condition of red cells throughout the blood
 - d. Relating to skin
23. **Bradycardia** ____
- a. Through the upper part of the stomach
 - b. Infarction of the heart muscle
 - c. Condition of a slower than usual heart beat
 - d. Relating to the cavity of the heart
24. **Nephrography** ____
- a. An instrument used to trace kidney activity
 - b. Process of creating a picture of the kidney
 - c. An instrument used to support the kidney
 - d. The study of surgical instruments
25. **Chemotherapy** ____
- a. Drug rehabilitation
 - b. Chemical treatment
 - c. The study of chemical reactions
 - d. Treatment of cancer



Congratulations—you're on your way to your new career as a medical claims and billing specialist! It won't be long before you're earning up to \$40,000 annually! You've put forth a lot of effort, so now is the time to treat yourself—take a bubble bath, go for a nature walk, or make a special cup of coffee or tea.

While you're relaxing between lessons, take a few moments to visualize yourself in your new career. Will you be an integral part of a doctor's office or hospital staff, working alongside nurses and doctors? Or would you rather work surrounded by your children, pets, or houseplants? Whatever your answer, the best part is that the choice is yours! The knowledge you gain will provide the foundation and confidence you'll need to begin your new career—whether at home or in a medical establishment.

You're already familiar with the claims and billing specialist's day-to-day activities and various career opportunities, and you understand how insurance works and the process a claim goes through from beginning to end. You know how to communicate effectively with insurance companies and how to follow up on a claim. You've also learned quite a bit about medical terminology—word parts and how to divide and combine terms. Think of all the medical terms you now will be able to recognize—just because you understand how these terms are put together!

In Pack 2, you'll learn about medical abbreviations and symbols. And you'll get to see some of these medical terms in use when you learn about human anatomy and the body systems. The best part is that as you learn the basics of the human body, you'll see how this knowledge applies to the claims specialist.

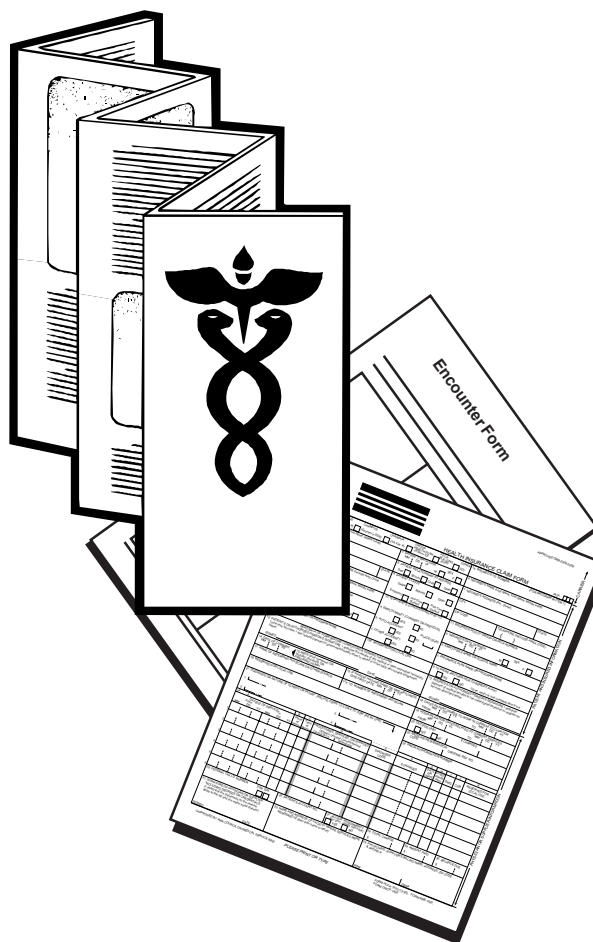
Ready for Pack 2? Jump right in and get ready to dazzle your friends and family with your anatomy knowledge!





Congratulations!

You have completed Lesson 6.



Don't wait for your quiz results before going on to Pack 2.

A large, hand-drawn illustration of a notepad with a thick black border. A silver paperclip is attached to the top left corner of the notepad. The text is centered on the notepad.

**Call or use the Student Assistance
Forms if you have a question.**



LESSON 6

MEDICAL CLAIMS AND BILLING SPECIALIST