Assignment Pack

Medical Claims and Billing Specialist

Pack 2

This Assignment Pack contains the Quizzes you will need to complete your course. The Lessons will tell you when to complete each Quiz. If you have not yet accessed your Lessons, you can download your Electronic Lesson Book or order a printed copy from the Student Site, www.uscareerinstitute.edu. If you have questions, please contact Student Services at 1-800-347-7899.
Instructions for Quizzes

1. Be sure you’ve mastered the Lessons and Practice Exercises that this Quiz covers.
2. Mark your answers on the Quiz, and make sure to check your answers by reviewing the Lessons.
3. When you’re finished, decide how you will submit your answers and then follow the correct instructions below. You may only submit your answers for a Quiz once. Important: When submitting your Quiz, be sure to include your name, address, student ID number and course code. Incomplete information may result in your Quiz not being processed.

Scanner Quiz Instructions

For a Quiz that contains only multiple-choice questions, please select the method of submission:

- **Online:** Submit your answers online and receive your grade immediately by submitting them to the student site, www.uscareerinstitute.edu.

- **Phone:** Call the Quiz Line at 1-877-599-5857 and give your answers over the phone to receive your grade immediately.

- **Mail or Fax:** Scanner Answer Sheets and addressed envelopes are included with each print Assignment Pack. Transfer your Quiz answers to the Scanner Answer Sheet, using only blue or black ink. Mail your Scanner Answer Sheet using the enclosed envelope, or fax the form to 1-877-599-5863.

Instructor-Graded Quiz Instructions

For the quickest response to instructor-graded Quizzes, simply e-mail your completed Quiz as an attachment to your instructor at assignments@uscareerinstitute.edu. In most cases, you will receive the graded Quiz back via e-mail within three business days.

To ensure your instructor can grade your Quiz electronically, please create documents using one of the following preferred software programs: Microsoft® Word, Microsoft® Works or WordPerfect®. Make sure to include your name, student ID, course code and Quiz number in the subject line of your e-mail. Include your address in the e-mail. Finally, please note that these instructions only apply to handwritten Quizzes. Thank you and good luck!

For a Quiz that contains Instructor-graded questions, please select the method of submission:

- **Online:** Submit your answers online for an instructor to review and grade by submitting them to the student site, www.uscareerinstitute.edu.

- **Mail or Fax:** Scanner Answer Sheets and addressed envelopes are included with each print Assignment Pack. Transfer your Quiz answers to the Answer Sheet, using only blue or black ink. Mail your Cover Sheet and Answer Sheet using the enclosed envelope, or fax the form to 1-877-599-5863.

After you have submitted your Quiz answers, you may begin the next lesson. You do not need to wait for your Quiz results to move on to the next lesson!
Quiz 8: Medical Terminology—Dividing and Combining Terms

This is a Scanner Quiz that should be submitted according to the instructions at the beginning of this pack.

For items 1 through 15, choose the correct definition for each term. Each question is worth 4 points.

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

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. laryngo/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. Each question is worth 4 points.

16. Hyperdactyilia _____
   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
Quiz 9: Abbreviations, Symbols and Special Terms

This is a Scanner Quiz that should be submitted according to the instructions at the beginning of this pack.

For questions 1 through 8, select the best answers from the choices provided. Each question is worth 5 points.

1. **Shortened versions of phrases are called _____**.
   a. eponyms
   b. abbreviations
   c. antonyms
   d. opposites

2. _____ are required to keep a list of acceptable abbreviations.
   a. Hospitals
   b. Insurance forms
   c. Billing services
   d. None of the above

3. **DOB is the abbreviation for _____**.
   a. date of billing
   b. doctor of birthing
   c. date of birth
   d. two times a day

4. **The correct abbreviation for “diagnosis” is _____**.
   a. dg
   b. Dx
   c. Dgs
   d. ds

5. **There are two types of slang you may encounter: _____ slang and English slang.**
   a. uncommon
   b. insurance
   c. medical
   d. offensive
6. What medical slang terms are now accepted as medical terms?
   a. Exam
   b. Prep
   c. Hypo
   d. Both a and b are accepted.

7. When using the times or by symbol (×), you _____ leave a space between the symbol and the numeral.
   a. do
   b. do not

8. Primip is slang for _____.
   a. a premature infant
   b. premenopausal
   c. primipara, woman with one previous birth
   d. premenstrual

For items 9 through 12, match the symbol with its meaning. Each question is worth 5 points.

9. _____ °C
   a. degrees Fahrenheit
   b. times, by
   c. and
   d. degrees Celsius

10. _____ °F
    a. per; over
    b. number
    c. ratio
    d. plus

For items 13 through 16, match the symbol with its meaning. Each question is worth 5 points.

13. _____ /
    a. per; over
    b. number
    c. ratio
    d. plus

14. _____ :
    a. per; over
    b. number
    c. ratio
    d. plus
For questions 17 through 20, select the best answers from the choices provided. Each question is worth 5 points.

17. When a person’s name or a brand name is included in a medical term, that term is called an _____.
   a. egonym
   b. eponym
   c. acronym
   d. imposter

18. _____ are formed by taking the first letter of each word in a phrase or by taking the first letter of the word parts.
   a. Acronyms
   b. Eponyms
   c. Opposites
   d. Homonyms

19. Which of the following acronyms is not paired correctly with its term?
   a. IRS—Internal Revenue Service
   b. ECG—electrocardiogram
   c. CBC—complete brain cortex
   d. USA—United States of America

20. You _____ capitalize the proper name part of an eponym.
   a. do
   b. do not
Quiz 10: Introduction to Anatomy

This is a Scanner Quiz that should be submitted according to the instructions at the beginning of this pack.

For questions 1 through 20, select the best single answer for each of the following items. Each question is worth 5 points.

1. The study of how the body is put together and how it works in health and disease is called _____.
   a. animal anatomy
   b. zoology
   c. veterinary science
   d. human biology

2. The science of the structure of the body is called _____.
   a. anatomy
   b. physiology
   c. zoology
   d. oncology

3. There are two kinds of anatomy: _____ anatomy and microscopic anatomy.
   a. general
   b. gross
   c. historical
   d. hybrid

4. Microscopic anatomy includes parts of the body that are _____.
   a. larger than a microscope
   b. too large to fit on an exam table
   c. in perfect shape
   d. too small to be seen by the naked eye

5. The study of the form of body parts is called _____.
   a. xenology
   b. morphology
   c. xenomorphology
   d. monumentology
6. The names of body parts, the location of body parts, and the relationship of two or more body parts are all included in _____.
   a. gross anatomy
   b. microscopic anatomy
   c. xenology
   d. zoology

7. _____ is the study of how the body works.
   a. Anatomy
   b. Physiology
   c. Zoology
   d. None of the above

8. The study of human biology when anatomy and/or physiology is abnormal is called _____.
   a. xenology
   b. zoology
   c. pathology
   d. morphology

9. A person _____ have abnormal physiology and normal anatomy.
   a. can
   b. cannot
   c. should
   d. none of the above

10. Most of the time, medicine deals with _____ at the same time.
    a. xenology and morphology
    b. anatomic pathology and pathophysiology
    c. xenomorph and zoology
    d. healthy people and animals

11. The _____ branch of a nerve carries a message to the brain from a muscle.
    a. inferior
    b. ascending
    c. efferent
    d. afferent
12. A(n) _____ artery carries blood away from the heart.
   a. efferent  
   b. exferent  
   c. afferent  
   d. superior

13. A sagittal plane made slightly to one side or the other of the midline is called a(n) _____ plane.
   a. sagittal  
   b. longitudinal  
   c. off-sided  
   d. parasagittal

14. When a doctor studies the structure of the body that he can see with his own eyes, he is studying _____ anatomy.
   a. microscopic  
   b. macroscopic  
   c. abnormal  
   d. monumental

15. If a doctor describes the size, shape, color, contour and texture of a body part, he is talking about _____.
   a. pathology  
   b. physiology  
   c. morphology  
   d. parasagittal sections

16. In the anatomic position, the chin is anterior and _____ to the heel.
   a. posterior  
   b. caudad  
   c. superior  
   d. inferior

17. The antonym of superficial is _____.
   a. deep  
   b. inferior  
   c. anterior  
   d. caudad
18. A _____ plane divides the body into superior and inferior sections.
   a. sagittal
   b. transverse
   c. coronal
   d. none of the above

19. The opposite of ventral is _____.
   a. caudal
   b. coronal
   c. lateral
   d. dorsal

20. In the anatomic position, the palms of the hands are facing _____.
   a. backward
   b. forward
   c. sideways
   d. none of the above
Quiz 11: The Anatomy of the Human Body

This is a Scanner Quiz that should be submitted according to the instructions at the beginning of this pack.

For questions 1 through 25, select the best answer from the choices provided. Each question is worth 4 points.

1. _____ anatomy refers to the study of body parts and systems that can be seen without the aid of a microscope.
   a. Microscopic
   b. Epithelial
   c. Gross
   d. Cellular

2. The study of the surface of the body is often called _____ anatomy.
   a. deep
   b. superficial
   c. subdural
   d. supine

3. When the body is _____, it is lying flat on its back.
   a. supine
   b. prone
   c. transverse
   d. superficial

4. When the body is lying _____, it is face down.
   a. supine
   b. prone
   c. transverse
   d. subdural

5. When surgeons examine the abdomen, they mentally divide the abdomen into _____ areas or regions.
   a. six
   b. nine
   c. two
   d. three
6. A simpler method of division is the quadrant method. Each quadrant is _____ of the abdominal region.
   a. one-fourth
   b. one-half
   c. one-tenth
   d. one-fifth

7. Body cavities have two functions: _____ the organs and keeping the organs in a fairly constant location.
   a. nourishing
   b. developing
   c. moving
   d. protecting

8. The two principal body cavities are the _____ body cavity and the ventral body cavity.
   a. central
   b. nervous
   c. cranial
   d. dorsal

9. Body membranes come from two basic tissue groups: _____ tissue and connective tissue.
   a. endocrine
   b. exoskeletal
   c. epithelial
   d. serous

10. Epithelial membranes include _____ membrane, mucous membrane and serous membrane.
    a. cutaneous
    b. cranial
    c. connective
    d. keratinized layer

11. The mucous membranes often secrete _____, which prevents body cavities from drying out.
    a. melatonin
    b. lymph
    c. mucus
    d. serosa
12. Muscle tissue _____.
   a. covers every surface of the body
   b. connects other types of tissues
   c. can extend and contract
   d. makes up the spinal cord and peripheral nerves

13. _____ provide(s) resistance to diseases.
   a. Foreign substance
   b. Immunity
   c. Histamines
   d. Antihistamines

14. The brain and spinal cord are protected by _____.
   a. thoracic fluid
   b. meninges
   c. the mediastinum
   d. all of the above

15. The largest serous membrane of the body is called the _____ and it protects the abdominopelvic cavity.
   a. peritoneum
   b. cranium
   c. thoracical
   d. synovial membrane

16. An organ that is outside of the abdominal cavity is known as a _____ organ.
   a. meninx
   b. retroperitoneal
   c. dysfunctional
   d. systemic

17. The _____ line the joints of the shoulders, knees and toes.
   a. spinal meninges
   b. parietal peritoneum
   c. synovial membranes
   d. cutaneous membrane
18. _____ tissue covers every surface of the body.
   a. Connective
   b. Epithelial
   c. Muscle
   d. All of the above

19. _____ tissue connects other types of tissues.
   a. Connective
   b. Epithelial
   c. Muscle
   d. All of the above

20. The skeletal system includes bones, joints, cartilage and _____.
   a. mucus
   b. muscles
   c. spine
   d. arteries

21. The digestive system is also called the _____ system.
   a. urinary
   b. gastrointestinal
   c. immune
   d. respiratory

22. As you’re working on claims one day, you run across the phrase, “calculus of ureter.” Which organ system corresponds to this phrase?
   a. Urinary system
   b. Reproductive system
   c. Endocrine system
   d. Circulatory system

23. As a medical claims specialist, you see the phrase, “follicular cyst; ovary,” on an encounter form. Which organ system corresponds with this phrase?
   a. Respiratory system
   b. Immune system
   c. Urinary system
   d. Reproductive system
24. In your job as a claims specialist, you encounter the phrase, “RLQ pain—onset and history not typical for appendicitis.” You know that this acronym stands for _____.
   a. right or left quadrant
   b. right lower quadrant
   c. really lasting quinine
   d. region of lower quadrant

25. When completing a claim one day, you note that the diagnosis listed is acne. Which body system is involved?
   a. Nervous system
   b. Integumentary system
   c. Digestive system
   d. Respiratory system
Quiz 12: Organ Systems I

This is a Scanner Quiz that should be submitted according to the instructions at the beginning of this pack.

Follow the instructions below to complete Parts I and II of the quiz.

Part I

For questions 1 through 10, circle the correct definition to each of the following word parts. Each question is worth 6.66 points.

1. kinesi/o _____
   a. kidney
   b. motion
   c. unit of measure
   d. knee

2. aort/o _____
   a. aorta; large artery
   b. vein
   c. chest
   d. lung

3. /cuspid _____
   a. having cusps
   b. cushion
   c. skin
   d. blood

4. nitr/o _____
   a. salt
   b. oxygen
   c. calcium
   d. nitrogen
5. /uria _____
   a. kidney
   b. bladder
   c. urination
   d. stomach

6. ino/ _____
   a. lungs
   b. fiber or fibrous material
   c. inflammation
   d. interior

7. valvul/o _____
   a. tendon
   b. valvula; a small size valve
   c. muscle
   d. throat

8. jugul/o _____
   a. finger
   b. arm
   c. jugular; throat or neck
   d. artery

9. fibrill/o _____
   a. coagulation
   b. cartilage
   c. fibrillation; quiver
   d. bone

10. /rhythmia _____
    a. music
    b. skin
    c. vessel
    d. heart rhythm condition
Part II

For questions 11 through 15, circle the correct organ system that relates to each set of diagnosis and procedure codes and explanation. Each question is worth 6.66 points.

11. Diagnosis code 172.4 Malignant melanoma of skin, Scalp and neck
    Procedure code 96401 Chemotherapy administration, subcutaneous or intramuscular; non-hormonal anti-neoplastic

    a. Musculoskeletal  
    b. Cardiovascular  
    c. Integumentary  
    d. Neurological

12. Diagnosis code 440.20 Atherosclerosis of the extremeties, unspecified
    Procedure code 37224 Revascularization, endovascular, open or percutaneous, femoral, popliteal artery(s), unilateral; with transluminal angioplasty

    a. Musculoskeletal  
    b. Cardiovascular  
    c. Integumentary  
    d. Neurological

13. Diagnosis code 845.01 Sprains and strains of ankle and foot, Deltoid (ligament), ankle
    Procedure code 27695 Repair, primary, disrupted ligament, ankle; collateral

    a. Musculoskeletal  
    b. Cardiovascular  
    c. Integumentary  
    d. Neurological

14. Diagnosis code 324.1 Intracranial and intraspinal abscess, Intraspinal abscess
    Procedure code 62272 Spinal puncture, therapeutic, for drainage of cerebrospinal fluid (by needle or catheter)

    a. Musculoskeletal  
    b. Cardiovascular  
    c. Integumentary  
    d. Neurological
15. Diagnosis code V05.4 Need for other prophylactic vaccination and inoculation against single diseases; Varicella

Procedure code 90716 Varicella virus vaccine, live, for subcutaneous use

a. Musculoskeletal
b. Immune
c. Integumentary
d. Neurological
Quiz 13: Organ Systems II

This is an Instructor-graded Quiz that should be submitted according to the instructions at the beginning of this pack.

For items 1 through 25, fill in the blanks with the correct word or phrase. Not all words will be used. Each question is worth 3 points. One point will be deducted for each incorrect spelling.

1. The _____ system is composed of the skin, a number of appendages growing from the skin and the glands contained in the skin.

2. The _____ system is comprised of two body systems: the skeletal system and the muscular system.

3. The major bones in your arms and legs are called _____ bones.

4. The lower leg contains two bones: the _____ and the fibula.

5. There are two basic kinds of muscle function: voluntary and _____.

6. The heart muscle is called the _____.

7. The three groups of vessels in the peripheral vascular system are the arteries, veins and _____.
8. The “organs” of the immune system are _____ and chemicals.

9. Unplanned exposure to antigens creates _____ acquired active immunity.

10. Artificial passive immunity is conferred by injection of _____.

11. There are three basic components to the peripheral nervous system: cranial nerves, spinal nerves and the _____ nervous system.

12. The central nervous system is composed of the brain and the _____.

13. After air passes through the pharynx, it is channeled into the _____.

14. The mouth, esophagus, stomach and small intestine are all part of the _____.

15. The urinary system includes the kidneys, ureters, bladder and _____.

16. The _____ work to remove wastes and toxins from the blood and eliminate liquid waste from the body.

17. One of the primary reproductive organs in the male is the _____.

18. The reproductive duct system in males consists of the ductus deferens, the urethra and the _____.

19. The function of the male reproductive duct system is to carry sperm and _____ out of the body.

20. The female reproductive system has three main functions: providing an environment for conception, nurturing the developing fetus and _____.

21. The primary sex organs in females are the ovaries, fallopian tubes, uterus and _____.

22. The lining of the uterus is called the _____.

23. The _____ system uses hormones to signal organs throughout the body.

24. The endocrine glands of the central nervous system are the pineal gland, the _____ and the pituitary gland.

25. The _____ is a mixed gland, having both endocrine and exocrine functions.
For items 26 through 35, choose the diagnosis or procedural description that best corresponds with each organ system listed. Each question is worth 2.5 points.

26. _____ Integumentary system
27. _____ Respiratory system
28. _____ Female reproductive system
29. _____ Gastrointestinal system
30. _____ Genitourinary system
31. _____ Endocrine system
32. _____ Musculoskeletal system
33. _____ Cardiovascular system
34. _____ Neurological system
35. _____ Immune system

a. Biopsy of the epididymis
b. Cerclage of uterine cervix
c. Repair of single ventricle with aortic outflow obstruction and aortic arch hypoplasia
d. Biopsy of skin, subcutaneous tissue and/or mucous membrane
e. Bronchiectasis
f. Pituitary dwarfism
g. Hypogammaglobulinemia
h. Spinocerebellar disease
i. Duodenal ulcer
j. Contracture of tendon
1. Fill in your student ID and your course code below.

<table>
<thead>
<tr>
<th>STUDENT ID NUMBER</th>
<th>COURSE CODE</th>
</tr>
</thead>
</table>

2. Be sure your name and address are filled in below.

3. Transfer your answers to this cover sheet.

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
</tbody>
</table>

U.S. Career Institute  
2001 Lowe Street  
Fort Collins, CO 80525  
Grade: ___________  

Transfer your answers from the quiz pages to this Answer Sheet.

1. _____________________________  8. _____________________________
2. _____________________________  9. _____________________________
3. _____________________________ 10. _____________________________
4. _____________________________ 11. _____________________________
5. _____________________________ 12. _____________________________
6. _____________________________ 13. _____________________________
7. _____________________________ 14. _____________________________
Medical Claims and Billing Specialist

15. _____________________________
16. _____________________________
17. _____________________________
18. _____________________________
19. _____________________________
20. _____________________________
21. _____________________________
22. _____________________________
23. _____________________________
24. _____________________________
25. _____________________________
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____