



# Independent Study | in Idaho

HCA 2210  
Medical Terminology  
And Communication

*Providing independent study opportunities for more than 40 years.*



The University of Idaho in statewide cooperation with  
Boise State University — Idaho State University — Lewis-Clark State College

# Course Guide

Independent  
Study | in Idaho

*Self-paced study. Anytime. Anywhere!*

## **Health Care Administration 2210 Medical Terminology and Communication**

Idaho State University  
2 Semester-Hour Credits

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<b>PART I. INTRODUCTION TO MEDICAL LANGUAGE</b>		
Lesson 1	Self-Study:	The Structure of Medical Language
Lesson 2	Self-Study:	The Body in Health and Disease
<b>Exam 1 Information: Covers lessons 1 - 2</b>		
<b>PART II MEDICAL SPECIALTIES AND BODY SYSTEMS</b>		
Lesson 3	Self-Study:	Gastroenterology • Gastrointestinal System
Lesson 4	Self-Study:	Pulmonology • Respiratory System
Lesson 5	Self-Study:	Cardiology • Cardiovascular System
Lesson 6	Self-Study:	Hematology and Immunology • Blood and Lymphatic System
<b>Exam 2 Information: Covers lessons 3 - 6</b>		
Lesson 7	Self-Study:	Dermatology • Integumentary System
Lesson 8	Self-Study:	Orthopedics • Skeletal System
Lesson 9	Self-Study:	Orthopedics • Muscular System
Lesson 10	Self-Study:	Neurology • Nervous System
<b>Exam 3 Information: Covers lessons 7 - 10</b>		
Lesson 11	Self-Study:	Urology • Urinary System
Lesson 12	Self-Study:	Male Reproductive Medicine • Male Genitourinary System
Lesson 13	Self-Study:	Gynecology and Obstetrics • Female Genital and Reproductive System
Lesson 14	Self-Study:	Endocrinology • Endocrine System
<b>Exam 4 Information: Covers lessons 11 - 14</b>		
Lesson 15	Self-Study:	Ophthalmology • Eye
Lesson 16	Self-Study:	Otolaryngology • Ears, Nose, and Throat
<b>Exam 5 Information: Covers lessons 15 - 16</b>		
<b>PART III. OTHER MEDICAL SPECIALTIES</b>		
Lesson 17	Self-Study:	Psychiatry
Lesson 18	Self-Study:	Oncology
Lesson 19	Self-Study:	Radiology and Nuclear Medicine
<b>Exam 6 Information: Covers lessons 17 - 19</b>		

## HCA 2210: Medical Terminology and Communication 2 Semester-Hr Credits: ISU

### Welcome!

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Whether you are a new or returning student, welcome to the Independent Study in Idaho (ISI) program. Below, you will find information pertinent to your course including the course description, course materials, course objectives, as well as information about assignments, exams, and grading. If you have <sup>anprocy</sup> questions or concerns, please contact the ISI office for clarification before beginning your course.

### Policies and Procedures

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Refer to the ISI website at [www.uidaho.edu/isi](http://www.uidaho.edu/isi) and select *About ISI Policies* for the most current policies and procedures, including information on setting up accounts, student confidentiality, exams, transcripts, course exchanges, refunds, academic integrity, library resources, and disability support and other services.

### Course Description

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Terminology and vocabulary basic to all areas of medical science, hospital services, and allied health specialties. Develops skills in correct written and oral usage of medical terms. ISU students: Cross-listed as HE 2210 [Medical Terminology and Communication].

*Required: computer with CD drive and audio capabilities*

*Recommended: Internet access*

*19 self-study lessons, 6 exams*

### Course Materials

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 **Pearson** | MyLab | Medical Terminology

### To register for Medical Terminology:

1. Go to <https://mlm.pearson.com/enrollment/wright11797>
2. Sign in with your Pearson student account or create your account.
  - For Instructors creating a Student account, do not use your instructor credentials.
3. Select any available access option, if asked.
  - Enter a prepaid access code that came with your textbook or from the bookstore.
  - Buy instant access using a credit card or PayPal.
  - **Select Get temporary access without payment for 14 days.**
4. Select **Go to my course.**
5. Select **Medical Terminology** from My Courses.

If you contact Pearson Support, give them the course ID: [wright11797](#)

### To sign in later:

1. Go to <https://mlm.pearson.com>
2. Sign in with the same Pearson account you used before.
3. Select **Medical Terminology** from My Courses.

### Course Delivery

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This course is available online through Canvas.

### Course Introduction

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This course will prepare you to understand and be understood in the language of medicine. The text is organized into two types of chapters: introductory and body system. The introductory chapters (1–3) provide a foundation for building medical vocabulary. The body system chapters (4–16) present medical terms organized by body system. To be successful, you should complete all of the chapter exercises. All exams are multiple choice.

## **Course Objectives**

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1. Identify and define word parts for each of the systems covered in this course.
2. Analyze and define the medical terms associated with the systems covered in this course.
3. Build medical terms given the definitions for those terms, using the appropriate prefixes, word roots and suffixes.
4. Identify the correct meanings for standard medical abbreviations.
5. Analyze and define the medical terms used in surgical and diagnostic procedures associated with the organs and body systems being covered in class.
6. Accurately spell medical terms.
7. Demonstrate comprehension and application of medical terms.

## **Lessons (Self-Study)**

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This course is structured with a body systems approach to learning medical language. Word parts are used to build, analyze, define, and spell medical terms. Structural, directional, disease and disorder, surgical and diagnostic terms, pronunciations, and abbreviations are included. Each chapter lesson in *Medical Language* includes different exercises (matching, fill-in-the-blank, definitions, etc.) to assist in the learning process. I recommend completing every exercise in the textbook and in Blackboard.

Each lesson in this course guide includes the following components:

- reading assignment
- *self-study* exercises

## **Recommendations for Word Study**

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### **Preparation—Objectives in Studying the Medical Language**

There are three objectives to keep in mind as you study medical terminology:

1. **Analyze words by dividing them into component parts.** I cannot emphasize this enough. This is the key to learning medical terminology. Your goal is to learn the tools of word analysis that will make the understanding of complex terminology easier. Do not simply memorize terms! Divide terms into component parts. Medical words are very much like individual jigsaw puzzles. They are constructed of small pieces that make each word unique, but the pieces can be used in different combinations in other words as well. As you become familiar with word parts and learn what each means, you will be able to recognize those word parts in totally new combinations in other terms.
2. **Relate the medical terms to the structure and function of the human body.** Although memorization of terms is essential to retaining knowledge of the language, it should not become the primary objective of your study. A major focus of this course is to explain terms in the context of how the body works in health and disease. Medical terms explained in their proper context will also be easier to remember. An example of this is the word *hepatitis*: *-itis* means INFLAMMATION, and *hepato-* means LIVER. This word is better understood when you know where the liver is and how it functions. Explanations in the text are straightforward and basic.
3. **Be aware of spelling and pronunciation problems.** Some medical terms are pronounced alike but are spelled differently. For example, *ilium* and *ileum* have identical pronunciations, but the first term, *ilium*, means a part of the pelvis (HIP BONE), and the second term, *ileum*, means a PART OF THE SMALL INTESTINE. Even when terms are spelled correctly, terms can be misunderstood because of incorrect pronunciation. For example, the *urethra* is the tube leading from the urinary bladder to the outside of the body, and *ureter* is one of the two tubes each leading from a single kidney and inserting into the urinary bladder.

## **Word Analysis**

When you are studying medical terminology think of it as studying a new language. The words at first look very complicated and may sound very strange, but, in reality, these medical words stand for commonly known English terms. For example, the word *ophthalmologist* means EYE DOCTOR, *parturition* means GIVING BIRTH, and *hysterosalpingoophorectomy* means removal of the uterus, fallopian tubes, and ovaries, or, a TOTAL HYSTERECTOMY.

The first job when learning the language of medicine is to understand how to divide words into their component parts. The medical language has a logical sequence. Most terms, whether they are complex or simple, can be broken down into basic parts and then understood.

For example: *hematology*—*hemat/o/logy*.

- *hemat-*: is the **root**, or, the **foundation** of the word. All medical terms have one or more roots. The root *hemat* means BLOOD.
- *-o-* is the **combining vowel** (usually an “o”); the combining vowel usually links the root to the suffix, or the root to another root. A combining vowel has no meaning of its own; it only joins one word part to another.
- *-logy*: is the word ending, or, **suffix**. All medical terms have a suffix. The suffix *-logy* means STUDY OF.

When reading medical words, start from the suffix back to the beginning of the term. Therefore, the word *hematology* means the STUDY OF BLOOD.

When defining longer words that look impossible to figure out at first, break the word into its component parts and start by defining the suffix. Let’s look at the word *gastroduodenoscopy*.

- Start by defining the suffix: *-scopy* means the PROCESS OF VISUAL EXAMINATION.
- *gastr/o* is the combining form for STOMACH.
- *duoden/o* is the combining form for the DUODENUM, or, the first part of the small intestine.

So, *gastroduodenoscopy* means the visual examination of the stomach and the duodenum, or, the first part of the small intestine.

## **Study Hints**

1. **Complete all assigned readings.**
2. **Set a Schedule:** Allow for completion of the course one month prior to your desired deadline. (An *Assignment Submission Log* is provided in this course guide for this purpose.)
3. **Flash cards:** Utilize the flash cards obtained with your text (or make your own) and keep them with you in your pocket or purse to study when you have down time or are waiting. Be sure you include clues on pronunciation.
4. **Time Management:** Plan in advance to study Medical Terminology EVERY DAY. Most students report that they study between 6 and 10 hours a week for this course. A last-minute cram session will not help you commit the words to memory. **TERMOCRAM** (term/o/cram): The foolish practice of attempting to study information two hours before the exam and expecting to get 100%.
5. **Pronunciation:** Pronounce the words out loud while you are studying. This allows you to focus on each syllable and assists in spelling as well as prepares you to speak the language of medicine when on the job.
7. **Medical Dictionary:** Use your medical dictionary to enrich your vocabulary and for greater understanding of the meanings and use of medical terms. Look up each new word or word part. See what language it comes from and how it is pronounced. Look further down or up on the list and see how else this word or word part is used other than the examples in your textbook.
8. **Audio CDs:** Listen to the prepared audio CDs that accompany your text. This helps with pronunciation.
9. **Seek Counsel:** If you are having difficulties, consult your professor as soon as possible. Your instructor’s

contact information was sent to you in your *Registration Confirmation Letter*, upon registration in this course.

### **Helpful Hints: Using Your Textbook**

Please read and fill out every activity in the textbook. Use the chapter answers to increase your feedback on the assignments.

### **Useful Web Sites**

You may find many Web sites helpful during the course of this class. The following are a general list of some I have found. After you reach the site, simply input the term you want to explore, and search.

HCA Healthcare <https://hcahealthcare.com/>

NLM: National Library of Medicine: [https://www.nlm.nih.gov/research/visible/visible\\_human.html](https://www.nlm.nih.gov/research/visible/visible_human.html)

MerckManual: <https://www.merckmanuals.com/>

TeensHealth: <https://www.kidshealth.org/en/teens/body-basics.html> (This one is for teens.)

### **NOTE:**

Web pages and URL links in the World Wide Web are subject to change. If you cannot access a link that has been listed in this course, use your favorite search engine (such as Google) to locate the site. To seek assistance or provide any updated information, contact your instructor.

### **Exams**

See *Grading* for specific information on exam points and percentages.

Exams are delivered through Canvas.

### **Grading**

The course grade will be based upon the following considerations:

<b>Exams</b>	<b>Points</b>
Exam 1 (Chapters 1–2)	37
Exam 2 (Chapters 3–6)	101
Exam 3 (Chapters 7–10)	111
Exam 4 (Chapters 11–14)	89
Exam 5 (Chapters 15–16)	39
Exam 6 (Chapters 17–19)	45
<b>Total</b>	<b>422</b>

### **Grades**

A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	59% – 0%

### **Self-Study Lessons**

All 19 lessons in this course guide are *self-study*. Exercises are **not** to be submitted for grading. The course grade is determined solely through the points and percentages of the six exams, listed above.

The final course grade is issued after **all** exams have been graded.

Acts of academic dishonesty, including cheating or plagiarism are considered a very serious transgression and may result in a grade of F for the course.

## **About the Course Developer**

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Your course developer is Stephen Wright, an Adjunct Professor of Health Care Administration at Idaho State University. He received his MA in Physical Education/Athletic Administration from Idaho State University in 2002. He has taught this course for Independent Study in Idaho since 2003.

## **Contacting Your Instructor**

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Instructor contact information is posted on your Canvas site under *Course Rules*.



## Detailed Lesson Study Plan

*Medical Language 3rd ed.* Susan M. Turley  
 ISBN-10: 013344449X • ISBN-13: 9780133444490

Lesson	Chapter	Reading	<i>Self-Study Exercises</i> (in this course guide and the textbook) Do not submit these.
1	1	Chapter 1	Complete all Chapter 1 activities; study Lesson 1.
2	2	Chapter 2	Complete all Chapter 2 activities; study Lesson 2.
<b>It is time to take Exam 1.</b>			
<b>Took Exam 1:</b>			
3	3	Chapter 3	Complete all Chapter 3 activities; study Lesson 3.
4	4	Chapter 4	Complete all Chapter 4 activities; study Lesson 4.
5	5	Chapter 5	Complete all Chapter 5 activities; study Lesson 5.
6	6	Chapter 6	Complete all Chapter 6 activities; study Lesson 6.
<b>It is time to take Exam 2.</b>			
<b>Took Exam 2:</b>			
7	7	Chapter 7	Complete all Chapter 7 activities; study Lesson 7.
8	8	Chapter 8	Complete all Chapter 8 activities; study Lesson 8.
9	9	Chapter 9	Complete all Chapter 9 activities; study Lesson 9.
10	10	Chapter 10	Complete all Chapter 10 activities; study Lesson 10.
<b>It is time to take Exam 3.</b>			
<b>Took Exam 3:</b>			
11	11	Chapter 11	Complete all Chapter 11 activities; study Lesson 11.

<b>12</b>	12	Chapter 12	Complete all Chapter 12 activities; study Lesson 12.
<b>13</b>	13	Chapter 13	Complete all Chapter 13 activities; study Lesson 13.
<b>14</b>	14	Chapter 14	Complete all Chapter 14 activities; study Lesson 14.
<b>It is time to take Exam 4.</b>			
<b>Took Exam 4:</b>			
<b>15</b>	15	Chapter 15	Complete all Chapter 15 activities; study Lesson 15.
<b>16</b>	16	Chapter 16	Complete all Chapter 16 activities; study Lesson 16.
<b>It is time to take Exam 5.</b>			
<b>Took Exam 5:</b>			
<b>17</b>	17	Chapter 17	Complete all Chapter 17 activities; study Lesson 17.
<b>18</b>	18	Chapter 18	Complete all Chapter 18 activities; study Lesson 18.
<b>19</b>	19	Chapter 19	Complete all Chapter 19 activities; study Lesson 19.
<b>It is time to take Exam 6.</b>			
<b>Took Exam 6:</b>			

## **The Structure of Medical Language**

### **Lesson 1**

#### **Reading Assignment**

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Chapter 1

#### **Lesson Objectives**

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Please review the Measure Your Progress: Learning Objectives

#### **Self-study Exercises**

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Complete all Chapter 1 activities; study Lesson 1. See In-Class Activities in Canvas in Unit 1.