

HIM 290 Medical Terminology

Instructor:

Jan Hunt-Shepherd, MHA, RHIA, CCS, CDIP, CPHQ

Jan.hunt-shepherd@wku.edu

270-745-3548

Academic Complex, Office 413

Contact Information: The best way to contact me is either through email at jan.hunt-shepherd@wku.edu or during my posted office hours, which can be located under “Instructor Information” on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours.

Credit Hours:

2 semester hours

Course Description:

This course is designed to acquaint the student with the specialized language of medicine and to develop communication skills in areas where use of medical terms is necessary and appropriate.

Course Benefit:

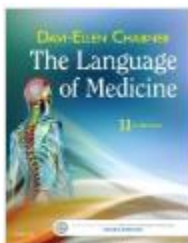
This course is an excellent course for those wanting to pursue a health care degree (many health care degrees require it) or even for those who want to be able to understand terminology that a doctor, nurse, or other health care professional uses.

Due Dates:

This class is self-paced with two mandatory due dates. See due dates below in schedule. There will be no exceptions to these deadlines. A recommended class schedule is included in this syllabus and through Blackboard but the due dates are set.

Required Textbook:

Chabner, Davi-Ellen. The Language of Medicine, 11th Edition, W.B. Saunders Co, Philadelphia, PA



While either the hard copy or the electronic version of the 11th edition of the textbook may be purchased, the hard copy is recommended. If purchasing a new hard copy of the textbook, a student

code for accessing online resources through the publisher students will be included. Students purchasing used copies may buy this code separately. While highly recommended, these online resources are optional for student use.

References:

Though not required, you may purchase one of the following:

Taber's Cyclopedic Medical Dictionary

Dorland's Illustrated Medical Dictionary

Stedman's Pocket Medical Dictionary

Mandatory Registration for MindTap: Free Registration for Cengage MindTap is available on Blackboard when the course is activated for students (activation will occur by the first day of class.) Pronounce Exercises (starting in chapter 6) are completed using MindTap.

Examinations:

There will be eighteen quizzes (one for each chapter), a mid-term examination (chapters 1-9), and a comprehensive final examination.

Should you experience technical problems, please notify me as soon as possible. Please do not wait until close to deadlines to complete the assignments. Should technical issues occur, there may not be enough turnaround time to reset your assignment.

Activities:

1. Complete the mandatory assignments (chapter exercises, pronounce exercises, chapter quizzes, midterm examination and final examination) on Blackboard. Once submitted, assignments cannot be resubmitted.
2. Additional practice exercises are available through online student resources and in the textbook.

When completing work on Blackboard, it is the responsibility of the student to make sure the grades are listed on the Grade Center. If you have completed one of these assignments and the grade is not posted or the assignment does not show it as completed, please contact me immediately. Once deadlines have passed or final course grades are posted, there will be NO allowances made for missing grades on assignments.

Grading Scale:

The following grading system will be used:

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

Quizzes	360 points
Assignments	360 points
Mid-term	200 points
Final	200 points
TOTAL POSSIBLE	1120 points

To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed.

Example: If you have received 71 points out of a possible 80 points, calculate 71 divided by 80 ($71/80 = 0.8875$) and multiply by 100. In this example, the grade would be rounded to 89% or a high "B".

Instructional Methods:

Textbook readings, assignments, student resource online activities and practice exercises at the end of each chapter.

Competencies:

At the conclusion of this course, the student should be able to meet the following competencies:

1. Correctly define, spell, and use most conventional medical terms
2. Identify common variations in pronunciations
3. Identify medical diseases and related body structures

Curricular Components:

At the conclusion of this course, the student should be able to meet the following 2018 *CAHIIM Baccalaureate Degree Competencies at the indicated taxonomic level:

- Supporting Body of Knowledge
 - Medical Terminology
- *Commission on Accreditation of Health Informatics and Information Management Education-CAHIIM.org

Title IX Sexual Misconduct/Assault:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070)

at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040)

at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf. Under these

policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you

share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

Disability Accommodations:

"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is [270.745.5004](tel:270.745.5004)([270.745.5121](tel:270.745.5121) V/TDD) or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center.

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Food Security: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue you, or someone you know, help is readily available. Contact the [WKU Office of Sustainability](#) at (270) 745-2508 or email sustainability@wku.edu.

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159.

Syllabus Changes:

Class and exam schedules are subject to change.

Disclaimer:

References to external websites are provided for the convenience of the student. These sites may contain articles on politically and socially controversial topics and are presented from the perspective of providing information. The instructor is not responsible for the content of these external sites and does not necessarily endorse the views or agree with the information held on these sites; the instructor does not take moral stances on issues.

Revision: 8/2019

HIM 290 MEDICAL TERMINOLOGY RECOMMENDED CLASS SCHEDULE

This schedule is a suggestion except for the two deadlines listed. The class is completely self-paced except for the midterm and final deadlines. The Recommended Class Schedule is posted only for those students wanting suggestions for pacing themselves during the course **except for the mandatory due dates.**

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 1	Orientation	Read syllabus and review course information on Blackboard
	Basic Word Structure (Chapter 1)	Complete Chapter 1 Exercise and Quiz
Week 2	Terms Pertaining to Body as a Whole (Chapter 2)	Complete Chapter 2 Exercise and Quiz
Week 3	Suffixes (Chapter 3)	Complete Chapter 3 Exercise and Quiz
Week 4	Prefixes (Chapter 4)	Complete Chapter 4 Exercise and Quiz
Week 5	Digestive System (Chapters 5 and 6)	Complete Chapters 5 & 6 Exercises and Quizzes
Week 6	Urinary System (Chapter 7) Female Reproductive System (Chapter 8)	Complete Chapters 7 & 8 Exercises and Quizzes
Week 7	SPRING BREAK	RELAX & HAVE FUN
Week 8	Male Reproductive System (Chapter 9)	Complete Chapter 9 Exercises and Quiz Complete Midterm Examination DUE DATE: Ch. 1-9 exercises and assignment and MIDTERM EXAM- October 18th (FRIDAY), NOON
Week 9	Nervous System (Chapter 10)	Complete Chapter 10 Exercises and Quiz

<u>WEEK</u>	<u>TOPIC</u>	<u>ASSIGNMENT</u>
Week 10	Cardiovascular System (Chapter 11)	Complete Chapter 11 Exercises and Quiz
Week 11	Respiratory System (Chapter 12)	Complete Chapter 12 Exercises and Quiz
Week 12	Blood System (Chapter 13) Lymphatic and Immune Systems (Chapter 14)	Complete Chapters 13 & 14 Exercises and Quizzes
Week 13	Musculoskeletal System (Chapter 15)	Complete Chapter 15 Exercises and Quiz
Week 14	Skin (Chapter 16)	Complete Chapter 16 Exercises and Quiz
Week 15	Sense Organs: Eye and Ear (Chapter 17) Endocrine System (Chapter 18)	Complete Chapter 17 & 18 Exercises and Quizzes
Week 16 FINALS WEEK		Complete Final Examination DUE DATES FOR Ch. 10-18 exercises and quizzes and FINAL EXAM December 9th, (Monday), NOON

HIM 290 Medical Terminology

Course Objectives

I. Basic Word Structure

- a. Identify basic objectives to guide your study of the medical language.
- b. Divide medical words into their component parts.
- c. Learn the meanings of basic combining forms, suffixes, and prefixes of the medical language.
- d. Use these combining forms, suffixes, and prefixes to build medical words

II. Terms Pertaining to the Body as a Whole

- a. Define terms that apply to the structural organization of the body.
- b. Identify the body cavities and recognize the organs contained within those cavities.
- c. Locate and identify the anatomic and clinical divisions of the abdomen.
- d. Locate and name the anatomic divisions of the back.
- e. Become acquainted with terms that describe positions, directions, and planes of the body.
- f. Identify the meanings for new word elements and use them to understand new medical terms.

III. Suffixes

- a. Define new suffixes and review those presented in previous chapters.
- b. Gain practice in word analysis by using these suffixes with combining forms to build and understand terms.
- c. Identify the functions of the different types of blood cells in the body.

IV. Prefixes

- a. Define basic prefixes used in the medical language.
- b. Analyze medical terms that combine prefixes and other word elements.
- c. Learn about the Rh condition as an example of an antigen-antibody reaction.

V. Digestive System

- a. Name the organs of the digestive system and describe their locations and functions.
- b. Describe disease processes and symptoms that affect these organs.
- c. Define combining forms for organs and the meaning of related terminology using these word parts.

VI. Additional Suffixes and Digestive System Terminology

- a. Define new suffixes and use them with digestive system combining forms.
- b. List and explain laboratory tests, clinical procedures, and abbreviations relevant to the digestive system.
- c. Apply your new knowledge to understanding medical terms in their proper context, such as in medical reports and records.

VII. Urinary System

- a. Name the organs of the urinary system and describe their locations and functions.
- b. Give the meaning of various pathologic conditions affecting the urinary system.
- c. Recognize the uses and interpretation of urinalysis as a diagnostic test.
- d. Define combining forms, prefixes, and suffixes of urinary system terminology.
- e. List and explain some clinical procedures, laboratory tests, and abbreviations that pertain to the urinary system.
- f. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

VIII. Female Reproductive System

- a. Name the organs of the female reproductive system, their locations, and combining forms.
- b. Explain how these organs and their hormones function in the normal processes of ovulation, menstruation, and pregnancy.
- c. Identify abnormal conditions of the female reproductive system and of the newborn child.
- d. Describe important laboratory tests and clinical procedures used in gynecology and obstetrics, and recognize related abbreviations.
- e. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

IX. Male Reproductive System

- a. Name, locate, and describe the functions of the organs of the male reproductive system.
- b. Define some abnormal conditions and infectious diseases that affect the male reproductive system.
- c. Differentiate among several types of sexually transmitted diseases.
- d. Define many combining forms used to describe the structures of this system.
- e. Describe various laboratory tests and clinical procedures pertinent to disorders of the male reproductive system, and recognize related abbreviations.
- f. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

X. Nervous System

- a. Name, locate, and describe the functions of the major organs and parts of the nervous system.
- b. Recognize nervous system combining forms and make terms using them with new and familiar suffixes.
- c. Define several pathologic conditions affecting the nervous system.
- d. Describe some laboratory tests, clinical procedures, and abbreviations that pertain to the system.
- e. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XI. Cardiovascular System

- a. Name the parts of the heart and associated blood vessels and their functions in the circulation of blood.
- b. Trace the pathway of blood through the heart.
- c. Identify and describe major pathologic conditions affecting the heart and blood vessels.
- d. Define combining forms that relate to the cardiovascular system.
- e. Describe important laboratory tests and clinical procedures pertaining to the cardiovascular system, and recognize relevant abbreviations.
- f. Apply your new knowledge to understand medical terms in their proper context, such as in medical reports and records.

XII. Respiratory System

- a. Name the organs of the respiratory system and describe their location and function.
- b. Identify pathologic conditions that affect the respiratory system.
- c. Recognize medical terms that pertain to respiration.
- d. Describe important clinical procedures related to the respiratory system, and recognize relevant abbreviations.
- e. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XIII. Blood System

- a. Identify terms relating to the composition, formation, and function of blood.
- b. Differentiate among the four major blood types.
- c. Identify terms related to blood clotting.
- d. Build words and recognize combining forms used in blood system terminology.
- e. Identify various pathologic conditions affecting blood.
- f. Describe various laboratory tests and clinical procedures used with hematologic disorders, and recognize relevant abbreviations.
- g. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XIV. Lymphatic and Immune Systems

- a. Identify the structures and analyze terms related to the lymphatic and immune systems.
- b. Recognize terms that describe various pathologic conditions affecting the lymphatic and immune systems.
- c. Identify laboratory tests, clinical procedures, and abbreviations that are pertinent to the lymphatic and immune systems.
- d. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XV. Musculoskeletal System

- a. Define terms relating to the structure and function of bones, joints, and muscles.
- b. Describe the process of bone formation and growth.
- c. Locate and name the major bones of the body.

- d. Analyze the combining forms, prefixes, and suffixes used to describe bones, joints, and muscles.
- e. Explain various musculoskeletal disease conditions and terms related to bone fractures.
- f. Describe important laboratory tests and clinical procedures relating to the musculoskeletal system, and recognize relevant abbreviations.
- g. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XVI. Skin

- a. Name the layers of the skin and the accessory structures associated with the skin.
- b. Build medical words using the combining forms that are related to the specialty of dermatology.
- c. Identify lesions, signs and symptoms, and pathologic conditions that relate to the skin.
- d. Describe laboratory tests and clinical procedures that pertain to the skin, and recognize relevant abbreviations.
- e. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XVII. Sense Organs: The Eye and the Ear

- a. Identify locations and functions of the major parts of the eye and the ear.
- b. Name the combining forms, prefixes, and suffixes most commonly used to describe these organs and their parts.
- c. Describe the abnormal conditions that may affect the eye and ear.
- d. Identify clinical procedures that pertain to ophthalmology and otology.
- e. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

XVIII. Endocrine System

- a. Identify the endocrine glands and their hormones.
- b. Gain an understanding of the functions of these hormones in the body.
- c. Analyze medical terms related to the endocrine glands and their hormones.
- d. Identify the abnormal conditions resulting from excessive and deficient secretions of the endocrine glands.
- e. Describe laboratory tests and clinical procedures related to the endocrinology, and recognize relevant abbreviations.
- f. Apply your new knowledge to understanding medical terms in their proper contexts, such as medical reports and records.

HIM 290 MEDICAL TERMINOLOGY

COURSE CONTENT

- I. Basic Word Structure
 - a. Structural analysis of medical terms
 - i. Roots
 - ii. Suffixes
 - iii. Prefixes
 - iv. Combining vowels
 - v. Combining forms
 - b. Spelling and pronunciation exercises
 - c. Pronunciation of terms
- II. Terms pertaining to the Body as a Whole
 - a. Structural organization of the body
 - i. The cell
 - ii. Tissues
 - iii. Organs
 - iv. Systems
 - b. Body cavities
 - i. Cranial
 - ii. Thoracic
 - iii. Abdominal
 - iv. Pelvic
 - v. Spinal
 - c. Anatomical divisions of the abdomen
 - d. Clinical divisions of the abdomen
 - e. Anatomical divisions of the spinal column
 - f. Positional and directional terms
 - g. Planes of the body
 - h. Combining forms, prefixes and suffixes
 - i. Pronunciation of terms
- III. Suffixes
 - a. Combining forms
 - b. Suffixes and terminology
 - i. Noun suffixes
 - ii. Adjective suffixes
 - c. Function of the different types of blood cells in the body
 - d. Pronunciation of terms
- IV. Prefixes
 - a. Combining forms and suffixes
 - b. Prefixes and terminology
 - c. Antigen-antibody reaction
 - d. Pronunciation of terms

V. Digestive System

- a. Functions of the digestive system
 - i. Digestion
 - ii. Absorption
 - iii. Elimination
- b. Anatomy of the digestive system
 - i. Oral Cavity
 - ii. Pharynx
 - iii. Esophagus
 - iv. Stomach
 - v. Small intestine
 - vi. Large intestine
 - vii. Liver, gallbladder, pancreas
- c. Vocabulary
- d. Combining forms and related terminology
- e. Pathology of the digestive system
- f. Laboratory tests, clinical procedures and abbreviations
- g. Pronunciation of terms

VI. Urinary System

- a. Anatomy of the major organs
 - i. Kidneys
 - ii. Ureters
 - iii. Urinary bladder
 - iv. Urethra
- b. How the kidneys produce urine
 - i. Filtration
 - ii. Reabsorption
 - iii. Secretion
- c. Vocabulary
- d. Combining forms and terminology
- e. Urinalysis
- f. Pathological terminology
- g. Lab tests and clinical procedures

VII. Female Reproductive System

- a. Major organs of the female reproductive system
 - i. Uterus
 - ii. Ovaries
 - iii. Associated organs
 - iv. Breast
- b. Menstrual cycles
- c. Pregnancy
- d. Hormonal interactions
- e. Vocabulary
- f. Combining forms and terminology
- g. Pathological conditions

- i. Gynecological and obstetrical
 - ii. Neonatal
- h. Lab tests and clinical procedures

VIII. Male Reproductive System

- a. Anatomy of the male reproductive system
 - i. Testes
 - ii. Vas deferens
 - iii. Prostate gland
 - iv. Cowper's glands
 - v. Penis
- b. Vocabulary
- c. Combining forms and terminology
- d. Pathological conditions and venereal diseases
- e. Lab tests and clinical procedures

IX. Nervous system

- a. General structure of the nervous system
 - i. Central nervous system
 - 1. brain
 - 2. spinal cord
 - ii. Peripheral nervous system
 - 1. cranial nervous system
 - 2. spinal nerves
 - 3. autonomic nervous system;
 - iii. sympathetic & parasympathetic
- b. Neurons, nerves and neuroglia
- c. Brain
 - i. Cerebrum
 - ii. Thalamus
 - iii. Hypothalamus
 - iv. Cerebellum
 - v. Pons
 - vi. Medulla oblongata
- d. Spinal cord and meninges
- e. Vocabulary
- f. Combining forms and terminology
- g. Pathological conditions
- h. Lab tests and clinical procedures

X. Cardiovascular System

- a. Blood vessels and circulation of blood
 - i. Arteries
 - ii. Capillaries
 - iii. Veins
- b. Anatomy of the heart
 - i. Atria
 - ii. Ventricles

- iii. Valves
 - iv. Pulmonary artery
 - v. Pulmonary vein
 - vi. Tissue layers
 - c. Flow of the blood through the heart
 - d. Physiology of the heart
 - i. Heartbeat
 - 1. diastole
 - 2. systole
 - ii. Conduction system
 - iii. Electrocardiogram
 - iv. Nervous control
 - e. Blood pressure
 - f. Vocabulary
 - g. Combining forms and terminology
 - h. Pathological conditions of the heart and blood vessels
 - i. Lab tests and clinical procedures
- XI. Respiratory system
- a. Respiration
 - i. External
 - ii. Internal
 - b. Anatomy and physiology of respiration
 - i. Nose
 - ii. Pharynx
 - iii. Trachea
 - iv. Bronchi
 - v. Lungs
 - c. Vocabulary
 - d. Combining forms, suffixes and terminology
 - e. Diagnostic and pathological terms
 - f. Lab tests and clinical procedures
- XII. Blood System and Lymphatic and Immune Systems
- a. Blood system
 - i. Composition and formation of blood
 - 1. erythrocytes
 - 2. thrombocytes
 - 3. leukocytes
 - ii. Blood groups
 - iii. Blood clotting
 - iv. Vocabulary
 - v. Combining forms
 - vi. Pathological conditions
 - vii. Lab tests and clinical procedures
 - b. Lymphatic system
 - i. Composition, anatomy and function
 - ii. Related lymphatic organs

- 1. spleen
 - 2. thymus
 - iii. Vocabulary
 - iv. Combining forms
 - v. Pathological conditions
- c. Immune systems
 - i. Humoral immunity
 - ii. Cell-mediated immunity
- d. Lab tests and clinical procedures

XIII. Musculoskeletal System

- a. Bones
 - i. Formation and structure
 - ii. Processes and depressions in bones
 - iii. Cranial bones
 - iv. Facial bones
 - v. 5. Vertebral column and structure of vertebrae
 - 6. Bones of the thorax, pelvis and extremities
 - vi. 7. Vocabulary
 - vii. 8. Combining forms and suffixes
 - viii. 9. Pathological conditions and fractures
 - ix. 10. Lab tests and clinical procedures
- b. Joints
 - i. Classification of joints
 - ii. Bursae
 - iii. Vocabulary
 - iv. Combining forms
 - v. Pathological conditions
 - vi. Lab tests and clinical procedures
- c. Muscles
 - i. Types of muscles
 - ii. Actions of skeletal muscles
 - iii. Vocabulary
 - iv. Combining forms
 - v. Pathological conditions
 - vi. Lab tests and clinical procedures

XIV. Skin

- a. Functions of the skin
- b. Structure of the skin
 - i. Epidermis
 - ii. Corium
 - iii. Subcutaneous
- c. Accessory organs of the skin
 - i. Hair
 - ii. Nails
 - iii. Glands
 - 1. sebaceous

- 2. sweat
 - d. Vocabulary
 - e. Combining forms
 - f. Lesions, symptoms and pathological conditions of the skin
 - g. Lab tests and clinical procedures
- XV. Sense Organs: The Eye and the Ear
 - a. Eye
 - i. Anatomy and physiology
 - 1. structure
 - 2. pathway of light rays
 - ii. Vocabulary
 - iii. Combining forms and prefixes
 - iv. Errors of refractions
 - v. Pathological conditions
 - b. Ear
 - i. Anatomy and physiology
 - 1. outer ear
 - 2. middle ear
 - 3. inner ear
 - 4. pathway of sound vibrations
 - ii. Vocabulary
 - iii. Combining forms and suffixes
 - iv. Pathological conditions
 - c. Lab tests and clinical procedure
- XVI. Endocrine System
 - a. Functions and secretions of hormones
 - b. Specific glands
 - i. Thyroid gland
 - ii. Parathyroid glands
 - iii. Adrenal glands
 - iv. Pancreas
 - v. Pituitary gland
 - vi. Ovaries
 - vii. Testes
 - c. Vocabulary
 - d. Combining forms
 - e. Pathological conditions
 - f. Lab tests and clinical procedures