

Common Course Outline
OFAD 141
Medical Terminology: A Contextual Approach
3 Credits

The Community College of Baltimore County

Description

OFAD 141 – 3 Credits – Medical Terminology: A Contextual Approach teaches students how to build medical terms using word parts, combining forms, prefixes, and suffixes. Students learn how to translate terms into their common meanings and common meanings into medical terms. Terminology is introduced by body system, system function, and organ structure and is applied by associating medical terms with basic physiologic and pathophysiologic scenarios. This course prepares Health Informatics and Information Technology students for BIOL 160 and BIOL 260 and is required for all OFAD Medical Program majors.

3 Credits

Prerequisites: (ENGL 052 and RDNG 052) or ACLT 052

Overall Course Objectives

Upon completion of this course, students will be able to:

1. interpret the meanings of medical terms through root, prefix, suffix, and whole word recognition;
2. construct medical terms by combining word elements;
3. utilize medical terms and standard medical abbreviations in their appropriate context;
4. identify the major organs, structure, and function of each body system;
5. critique patient scenarios and medical records;
6. differentiate the role of each body system in maintaining homeostasis;
7. apply medical terminology to the healthy state and the diseased state of a body system; and
8. utilize appropriate medical terminology to explain pathophysiologic processes and how they affect body systems and the individual as a whole.

Major Topics

- I. Introduction to Medical Terminology
 - A. Word Roots
 - B. Combining Forms
 - C. Prefixes
 - D. Suffixes
 - E. Word Building
 - F. Abbreviations
- II. Healthcare Settings

- A. Medical Office
- B. Medical Assistant
- C. Medical Records
- D. Healthcare Facilities
- III. Confidentiality and Release of Information
 - A. Legal Responsibility
 - B. Patient Authorization
 - C. Health Insurance Portability and Accountability Act (HIPAA)
- IV. Body Systems
 - A. Vocabulary and Abbreviations
 - B. Function
 - C. Structure
 - D. Organs
 - E. Pathology
 - F. Diagnostic Procedures
 - G. Therapeutic Procedures
 - H. Pharmacology

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include:

- At least four quizzes
- At least six case studies
- Written research paper (minimum 500 words)
- Midterm exam
- Comprehensive final exam

Students are required to utilize appropriate academic resources.

Other Course Information

- ALHL 115 is not a substitute for OFAD 141. Medical terminology courses transferred from other institutions must be evaluated by the Medical Office Assistant program coordinator before awarding transfer credit.
- Students must pass OFAD 141 with a “C” or better.