

# MEDICAL TERMINOLOGY

UNDERSTANDING THE STRUCTURE OF MEDICAL LANGUAGE

Singular and plural nouns

# Medical Terminology

-ex                      -ices                      diagnosis → diagnoses  
Apex → Apices

Greek endings

Examples

Singular

-is  
-nx  
-oma  
-on

# Study Guide

Medical Word Parts

Prefix → an optional word beginning

Combining form → the foundation of the word

Suffix → the word ending

Comb

# 40 page PDF

# Medical Office Study Guide

**Kathy Bonewit-West**



## **Medical Office Study Guide:**

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Newman's Certified Medical Office Administrative Assistant Study Guide Xavier Newman, Sharnera Burgess, Xavier R S Newman Nrccha Nrcs, 2014-03-15 While medical administrative assistant duties vary by employer professionals in this field typically perform a variety of tasks to support the medical team with administrative functions and care of patients They may use their medical administrative assistant training to update medical histories transcribe treatment notes arrange for patient hospitalization process insurance forms and oversee inventory of office and medical supplies In some practices a medical administrative assistant may be the first contact a patient has with the medical team Professionals in this role might be responsible for greeting patients and visitors answering telephones scheduling appointments managing email inquiries and

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