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ISBN 978-1-60151-424-0

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RESPIRATORY SYSTEM
The respiratory system functions as an air distributor and a gas exchanger, to supply oxygen and remove carbon monoxide from the body’s cells. All parts of the respiratory system, except the microscopic alveoli of the lungs, function as air distributors. Only the alveoli sacks and ducts serve as gas exchangers. In addition to air distribution and gas exchange, the respiratory system and its structures provide for functions such as yawning, sneezing, coughing, hiccups, sound production (including speech), and the sense of smell (olfaction). The respiratory system also assists in homeostasis (regulation of pH in the body).

Anatomy of the Respiratory System
The upper respiratory tract is located above the thorax (the chest cavity), and is composed of the nose, the pharynx (nasopharynx, oropharynx, and laryngopharynx), and the larynx. The lower respiratory tract, contained within the thorax, consists of the trachea, the bronchial tree and the lungs.

The respiratory system functions as follows. Air enters the body through the nose, where it is warmed, filtered, and humidified as it passes through the nasal cavity. The air passes the pharynx (commonly called the throat) and from the pharynx into the trachea (the windpipe). The epiglottis, a muscle flap in the pharynx, prevents food from entering the trachea. The upper part of the trachea contains the three parts of the larynx and the vocal chords. At its base, the trachea divides into the left and right primary bronchi. Each bronchus divides into smaller branches known as segmental bronchi. These divide into tiny bronchioles that terminate in the microscopic ducts and alveoli sacs of the lungs where gas exchange takes place.

The lungs are large, paired organs in the thorax. The right lung has three lobes. The left lung cavity contains two lobes and encloses the heart. Thin sheets of epithelium (the pleura) separate the inside of the chest cavity from the outer surface of the lungs and the heart.

Nose
The external portion of the nose protrudes from the face and consists of bone and cartilage overlaid by skin which contains many sebaceous (oil producing) glands. The
subsequent observation codes. These codes include review of the medical record, diagnostic studies, patient status changes since the last assessment by the health care provider. Code level is determined based on the extent of interval history, exam, and medical decision making. The physician may not use the subsequent hospital care codes since the patient is not an inpatient of the hospital. These codes may not be used for postoperative recovery observation if the procedure is part of a global surgical service (0, 10, or 90 days). For patients admitted and discharged from observation or inpatient status on the same day, report services with the appropriate code from the range 99234–99236. Observation care discharge, code 99217, is not reported in conjunction with a hospital admission immediately following discharge from observation status (i.e., subsequent to the patient being changed from observation status to hospital inpatient status). This change may or may not require the patient to be moved from a hospital observation unit to a hospital inpatient care unit. Documentation must clearly indicate the change of status from observation to hospital admission.

Consultations
The code range is used to report the service provided by a physician whose opinion or advice on a specific problem is requested by another physician. Alternately, CPT guidelines indicate the consultation may be provided “to determine whether to accept responsibility for ongoing management” of a patient’s care. Codes are grouped by office and initial inpatient. Distinction is not made between new and established patients.

A consultation includes services rendered by a physician whose opinion or advice is requested by a physician or other appropriate source for the further evaluation and/or management of a specific problem or to determine acceptance of the patient by the consulting physician. The request for the consultation may be verbal but must be documented in the requesting or rendering physician’s documentation. The consultant must document the recommended course of action to the attending physician and treatment being initiated. When the consulting physician assumes responsibility for the continuing care of the patient, the appropriate established patient or subsequent E/M code should be reported.

Note: Effective January 1, 2010, the consultation codes are no longer recognized for Medicare Part B payment. Physicians are instructed to code patient evaluation and management visits with E/M codes that represent where the visit occurred and that identify the complexity of the visit performed. In both the inpatient hospital and the nursing facility settings, all physicians (and qualified nonphysician practitioners where permitted) who perform an initial evaluation may bill the initial hospital care codes (99221–99223) or nursing facility care codes (99304–99306). The principal physician of record is identified as the physician who oversees the patient’s total care as opposed to other physicians who may be furnishing specialty specific care. The principal physician of record should append modifier AI Principal physician of record, in addition to the reported E/M code. Follow-up visits in the facility setting should be billed as subsequent hospital care visits and subsequent nursing facility care visits.

Emergency Department Services
The code range does not distinguish new or established patients. These codes are reserved to identify services provided in an emergency setting. An emergency department is defined as an organized 24-hour hospital-based facility that provides unscheduled services to patients needing immediate medical attention. Urgent care centers and ambulatory surgery centers are NOT considered emergency departments. The emergency department E/M codes do not have a time value associated with them.
admission. Each entry is dated and signed by the author. Nurses, physicians, therapists, anesthesiologists, and so on, all make entries into the progress notes.

### Operative Reports

The operative report is a summary of what occurred during the patient’s surgical episode and includes all interventions, anesthesia care, techniques, equipment, devices, and complications and pathology information concerning the patient’s surgery.

#### Operative Report

<table>
<thead>
<tr>
<th>Patient ________________________________________</th>
<th>ID#__________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date __________________________</td>
<td>Time__________________________</td>
</tr>
<tr>
<td>Preoperative Diagnosis(es) ___________________________________________</td>
<td></td>
</tr>
<tr>
<td>Postoperative Diagnosis(es) ___________________________________________</td>
<td></td>
</tr>
<tr>
<td>Procedure(s) ________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Surgeon(s) ______________________</td>
<td></td>
</tr>
<tr>
<td>Assistant Surgeon(s) ______________</td>
<td></td>
</tr>
<tr>
<td>Anesthesia _________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Anesthesiologist ___________________________________</td>
<td></td>
</tr>
<tr>
<td>Indications _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>Findings ________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Procedure in Detail ___________________________________________</td>
<td></td>
</tr>
<tr>
<td>Disposition _______________________________________________</td>
<td></td>
</tr>
<tr>
<td>Sutures/Drains __________________________________________</td>
<td></td>
</tr>
<tr>
<td>Estimated Blood Loss ___________________________________________</td>
<td></td>
</tr>
<tr>
<td>Fluids ________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Complications (if any) ___________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

| Physician Signature ______________________________________________ |

### Obstetric Records

For maternity patients, the obstetric record logs all events prior to delivery, during the labor, leading up to and including the delivery, as well as post-partum (after delivery) care.

### Newborn Care Data

Newborn records contain a few special forms such as a birth history, maternal pregnancy history, identification form and examination information.
f. Toward the lower part of the body  
   Inferior

g. Farthest from the point of origin  
   Distal

h. Nearest to the point of origin  
   Proximal

i. Farthest from the center  
   Exterior

j. Nearest to the center  
   Interior

k. Closest to the surface  
   Superficial

l. Conveying toward the center  
   Afferent

m. Conveying away from the center  
   Efferent

n. The movement causing decreased angle of a joint  
   Flexion

o. The movement causing straightening of a joint  
   Extension

p. Movement away from the median plane  
   Abduction

q. Movement toward the median plane  
   Adduction

r. Movement of lower arm that rotates the palm and forearm anteriorly  
   Supination

s. Movement of the lower arm that rotates the palm and forearm posteriorly  
   Pronation

t. Movement of the foot at the ankle away from the medial plane  
   Eversion

u. Movement of the foot at the ankle toward the medial plane  
   Inversion

67. Complete the following:
   a. Found at the end of the word.  Suffix
   b. Usually “α” and joins a root to a suffix or to another root.  Combining vowel
   c. Found at the beginning of a word.  Prefix
   d. Foundation of the medical term.  Root

68. True or False. All medical terms contain a prefix.  False

69. True or False. All medical terms contain a combining vowel.  False
<table>
<thead>
<tr>
<th>Word Root/Combining Form</th>
<th>Definition Body System</th>
</tr>
</thead>
<tbody>
<tr>
<td>laparo</td>
<td>loin or flank</td>
</tr>
<tr>
<td>laryngo</td>
<td>larynx; voice box</td>
</tr>
<tr>
<td>latero</td>
<td>side</td>
</tr>
<tr>
<td>lei/o</td>
<td>smooth</td>
</tr>
<tr>
<td>leiomy/o</td>
<td>smooth (visceral) muscle</td>
</tr>
<tr>
<td>leuk/o</td>
<td>white</td>
</tr>
<tr>
<td>linguo</td>
<td>tongue</td>
</tr>
<tr>
<td>lip/o</td>
<td>fat</td>
</tr>
<tr>
<td>lith/o</td>
<td>stone, calculus</td>
</tr>
<tr>
<td>lob/o</td>
<td>section, lobe</td>
</tr>
<tr>
<td>lymph/o</td>
<td>watery fluid, lymphatic structures</td>
</tr>
<tr>
<td>macr/o</td>
<td>abnormal largeness</td>
</tr>
<tr>
<td>mamm/o</td>
<td>breast</td>
</tr>
<tr>
<td>mast/o</td>
<td>breast</td>
</tr>
<tr>
<td>maxillo</td>
<td>upper jawbone</td>
</tr>
<tr>
<td>melan/o</td>
<td>black</td>
</tr>
<tr>
<td>men/o</td>
<td>menstruation</td>
</tr>
<tr>
<td>mening/i, mening/o</td>
<td>membranes, meninges</td>
</tr>
<tr>
<td>menisc/o</td>
<td>meniscus (crescent)</td>
</tr>
<tr>
<td>metr/o</td>
<td>uterus</td>
</tr>
<tr>
<td>micr/o</td>
<td>small</td>
</tr>
<tr>
<td>mon/o</td>
<td>one</td>
</tr>
<tr>
<td>morph/o</td>
<td>form, shape</td>
</tr>
<tr>
<td>my/o</td>
<td>muscle</td>
</tr>
<tr>
<td>myc/o</td>
<td>fungus</td>
</tr>
<tr>
<td>myelo, myelon/o</td>
<td>marrow, spinal cord, bone marrow</td>
</tr>
<tr>
<td>myring/o</td>
<td>eardrum (tympanic membrane)</td>
</tr>
<tr>
<td>narc/o</td>
<td>stupor</td>
</tr>
<tr>
<td>nect/o</td>
<td>death, dead</td>
</tr>
<tr>
<td>nepht/o</td>
<td>kidney</td>
</tr>
<tr>
<td>neur/o</td>
<td>nerve</td>
</tr>
<tr>
<td>nyct/o</td>
<td>night</td>
</tr>
<tr>
<td>ocul/o</td>
<td>eye</td>
</tr>
<tr>
<td>omphal/o</td>
<td>umbilicus, navel</td>
</tr>
<tr>
<td>onc/o</td>
<td>tumor, swelling, mass</td>
</tr>
<tr>
<td>onych/o</td>
<td>nail, claw</td>
</tr>
<tr>
<td>oophoro</td>
<td>ovary</td>
</tr>
<tr>
<td>ophthalm/o</td>
<td>eye</td>
</tr>
<tr>
<td>opt/o</td>
<td>vision</td>
</tr>
<tr>
<td>or/o</td>
<td>os mouth, opening</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Word Root/Combining Form</th>
<th>Definition Body System</th>
</tr>
</thead>
<tbody>
<tr>
<td>orch/o</td>
<td>testis</td>
</tr>
<tr>
<td>organ/o</td>
<td>organ</td>
</tr>
<tr>
<td>ortho</td>
<td>straight, correct, normal</td>
</tr>
<tr>
<td>oste/o</td>
<td>ost bone</td>
</tr>
<tr>
<td>oto</td>
<td>ear</td>
</tr>
<tr>
<td>ov/i, ov/o, ovul/o</td>
<td>egg</td>
</tr>
<tr>
<td>papillo</td>
<td>nipple-shaped elevation or structure</td>
</tr>
<tr>
<td>par/o, par/i</td>
<td>bear, give birth to, labor</td>
</tr>
<tr>
<td>path/o</td>
<td>disease</td>
</tr>
<tr>
<td>pectoro</td>
<td>chest</td>
</tr>
<tr>
<td>pedo</td>
<td>child, foot</td>
</tr>
<tr>
<td>phaco</td>
<td>lens of the eye</td>
</tr>
<tr>
<td>phago</td>
<td>eat, swallow</td>
</tr>
<tr>
<td>phlebo</td>
<td>veins</td>
</tr>
<tr>
<td>phobo</td>
<td>fear</td>
</tr>
<tr>
<td>phon/o</td>
<td>voice, sound</td>
</tr>
<tr>
<td>photo</td>
<td>light</td>
</tr>
<tr>
<td>pharam/o</td>
<td>fence, block up</td>
</tr>
<tr>
<td>phreno</td>
<td>mind</td>
</tr>
<tr>
<td>physo</td>
<td>physical, nature, physiology</td>
</tr>
<tr>
<td>pilo</td>
<td>hair</td>
</tr>
<tr>
<td>pleuro</td>
<td>membrane, rib, side</td>
</tr>
<tr>
<td>plexo</td>
<td>plexus, braid, (of nerves)</td>
</tr>
<tr>
<td>pneumo, pneumon/o</td>
<td>lung, air</td>
</tr>
<tr>
<td>podo</td>
<td>foot</td>
</tr>
<tr>
<td>polio/o</td>
<td>gray</td>
</tr>
<tr>
<td>poster/o</td>
<td>back (of body)</td>
</tr>
<tr>
<td>procto</td>
<td>rectum</td>
</tr>
<tr>
<td>proximo</td>
<td>near, nearest</td>
</tr>
<tr>
<td>pseud/o</td>
<td>false</td>
</tr>
<tr>
<td>psycho</td>
<td>mind</td>
</tr>
<tr>
<td>pulmono</td>
<td>lung</td>
</tr>
<tr>
<td>pty/o</td>
<td>fever, heat</td>
</tr>
<tr>
<td>radico, radicul/o</td>
<td>nerve root</td>
</tr>
<tr>
<td>recto</td>
<td>rectum</td>
</tr>
<tr>
<td>rento</td>
<td>renal, the kidney</td>
</tr>
<tr>
<td>retr/o</td>
<td>backward, behind</td>
</tr>
<tr>
<td>rhabdo</td>
<td>rod-shaped, striated</td>
</tr>
<tr>
<td>rhino</td>
<td>nose</td>
</tr>
<tr>
<td>saco</td>
<td>bag-like organ or structure</td>
</tr>
</tbody>
</table>

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