# Preface to the Instructor

The second edition of *Medical Terminology: A Programmed Learning Approach to the Language of Health Care* provides a sequential, programmed process for learning medical language that is intended to meet the needs of students working independently or within a classroom. The approach is self-directed. Learning segments are presented in self-study increments followed by programmed review frames for immediate feedback and reinforcement. Diagrams, illustrations, and term tips support learning segments, and practice exercises at the end of each chapter provide additional reinforcement. Learning builds from an understanding of the origin of medical terms and basic term construction, to the comprehension of more difficult terms and concepts encountered in relation to the body systems and medical specialty areas. The process culminates in applying the knowledge to understanding selected medical records.

## TEXT OVERVIEW

The first two chapters deliver the basics for understanding the language of health care. Chapter 1 introduces basic term components (prefixes, suffixes, and a selected number of combining forms) and shows how these structures are combined to form medical terms. Rules of pronunciation, spelling, and formation of singular and plural forms are included. Medical word components introduced in this chapter are used repeatedly throughout the text. They are included in the starter set of flash cards for medical term components in the back of the text. Chapter 2 explains how medical terms will be learned and reinforced throughout the text using health records. Common forms, formats, abbreviations, symbols, and methods of documenting patient care are introduced. This helps students understand basic communication between professionals, including physician/provider orders and prescriptions. This chapter prepares students for medical record analyses in succeeding chapters.

Chapters 3 through 15 cover terms related to body systems. Additional combining forms are introduced along with terms related to symptoms, diagnoses, tests, procedures, surgeries, and therapies. After mastering the programmed portions and review exercises, completion of medical record analyses provides further reinforcement of learning through application of knowledge.

The Student CD-ROM included with the text contains additional activities to reinforce learning. The Exercises by Chapter module presents a variety of activities, including multiple choice, true/false, figure-labeling, fill-in-the-blank questions, spelling bees, and matching games, so the student may choose those that that best match his or her learning style. The Review or Test Modes option allows the student to simulate a true testing environment, and allows them to study a single chapter at a time or to study content from multiple chapters. Other activities include a pronunciation drill with 2,000 terms (organized both alphabetically and by chapter), a glossary of terms from *Stedman's Medical Dictionary*, electronic flash cards, and answers to the Medical Record Analyses: For Additional Study included in the text.

## NEW TO THIS EDITION

- Chapter Checklists at the beginning of each chapter outline learning tasks related to the text and accompanying CD

- Summary of Chapter Abbreviations and Acronyms at the end of each chapter
- Summary of Chapter Terms with pronunciations and page references at the end of each chapter
- New and revised photographs illustrating pathologies and the latest health care technology
- Addition and clarification of pertinent terms throughout the text
- Expanded programmed review sections
- Addition of up-to-the-minute information regarding medical abbreviations and symbols that are deemed to be error prone and dangerous

## SPECIAL FEATURES

- A Student CD-ROM with a variety of learning activities to reinforce understanding
- An online Faculty Resource Center for instructors at **thepoint.lww.com**, with PowerPoint slides, a ready-made testbank, and additional activities and ideas for use in the classroom
- A starter set of common medical term components on flash cards
- Self-study instructional increments followed by programmed reinforcement
- A unique health record orientation in Chapter 2
- Medical Record Analyses at the end of each body system chapter
- Relevant, full-color illustrations
- Practice Exercises for each chapter to meet all learning styles and needs
- Anatomy review with labeling exercises
- Term Tips related to spelling, common pitfalls, and more
- Three valuable appendices, including:
  - a glossary of medical term components (prefixes, suffixes, and combining forms)

  listed both from term component to English definition and from English definition to term component
  - a glossary of medical abbreviations and symbols
  - commonly prescribed drugs, including therapeutic classifications

## INSTRUCTOR RESOURCE CENTER AT thePOINT

Visit the**Point** at **http://thepoint.lww.com/ WillisProgrammed2e** to access resources designed specifically to help instructors teach more effectively and save time. There you'll find:

- *Instructor's test generator* with more than 500 questions, encompassing individual chapter tests and a comprehensive exam
- *PowerPoint slides* for each chapter organized by learning objectives
- *Lesson plans* for each chapter
- *Sample course schedules*
- *Body system overviews*
- *Suggestions for classroom enhancement*
- Our unique *LiveAdvise tutoring service*
- *Image bank*
- Customized course content for use with your *learning management system*, such as **thePoint LMS** (LWW's exclusive learning management system), **WebCT**, or **Blackboard**
- and more!

A solid understanding of medical terminology provides an essential foundation for any career in health care. The *Medical Terminology: A Programmed Learning Approach to the Language of Health Care, 2nd Edition*, product suite makes learning and teaching medical terminology a rewarding and exciting process.