

Component III: Clinical

Module A: Exam Room Procedures

Topic 7: Assisting with the Physical Exam

Statement of Purpose

To provide the learner with basic knowledge and skills concerning the theoretical and procedural requirements for assisting with the physical examination.

Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define the key terms.
2. List the duties of the Medical Assistant in preparing for the complete physical examination (CPE) of a patient.
3. Name the instruments, equipment and supplies used on the complete physical examination (CPE) and state the function of each.
4. List the basic sequence of the physical examination.
5. Describe examination methods used by physicians and give an example of each.
6. Describe the recommended physical examination schedules for men, women and children.
7. List laboratory and diagnostic test that may be ordered as part of a CPE.
8. List and discuss appropriate patient education.
9. Discuss the legal and ethical implications of the physical examination.

Terminology

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| 1. Anxiety | 22. Laryngeal mirror |
| 2. Asymmetry | 23. Mammogram |
| 3. Auscultation | 24. Manipulation |
| 4. Baseline | 25. Menstruation |
| 5. Centers for Disease Control and Prevention (CDC) | 26. Nasal speculum |
| 6. Cerumen | 27. Occult |
| 7. Colonoscopy | 28. Ophthalmoscope |
| 8. Complete Physical Exam (CPE) | 29. Otoscope |
| 9. Computed Tomographic Colonography | 30. Palpation |
| 10. Cytological | 31. Percussion |
| 11. Detection | 32. Peripheral |
| 12. Diagnostic tests | 33. Physical |
| 13. Fixative | 34. Range of motion |
| 14. Gait | 35. Rule Out (R/O) |
| 15. Glaucoma | 36. Sigmoidoscopy |
| 16. Gooseneck lamp | 37. Sphygmomanometer |
| 17. Fecal occult blood testing supplies | 38. Stethoscope |
| 18. Immunizations | 39. Symmetry |
| 19. Inguinal | 40. Tonometer |
| 20. Inspection | 41. Tongue depressor |
| 21. Laboratory tests | 42. Tuning fork |
| | 43. Tympanic membrane |
| | 44. Vaginal speculum |

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Websites

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7. www.cdc.gov/vaccines/schedules/index.html

Content Outline/Theory Objectives	Suggested Learning Activities
<p>Objective 1 Spell and define key terms.</p> <ul style="list-style-type: none"> A. Review the terms listed in the terminology section. B. Spell the listed terms accurately. C. Pronounce the terms correctly. D. Use the terms in their proper context. 	<ul style="list-style-type: none"> A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman, and concentration. B. Administer vocabulary pre-test and post-test. C. Discuss learning gaps and plan for applying vocabulary.
<p>Objective 2 List the duties of the Medical Assistant in preparing for the complete physical examination (CPE) of a patient.</p> <ul style="list-style-type: none"> A. Prepare the room for the Physician and patient <ul style="list-style-type: none"> 1. Clean. 2. Well lit. 3. Well ventilated. 4. Comfortable temperature for the patient. 5. Ensure all instruments and supplies are readily available for the Physician. 6. Restock as necessary. B. Prepare the patient <ul style="list-style-type: none"> 1. Develop a positive rapport. 2. Create a positive, supportive, caring and friendly atmosphere. 3. Assess patient's facial expression and level of anxiety. 4. Treat the patient as an individual and speak clearly and with a confident tone of voice. 5. Use simple, direct language the patient can understand. 6. Describe what the patient can expect to feel and how their cooperation can contribute to the success of their procedure. 7. Emotional preparedness is especially important when dealing with children. 8. Prepare patient physically by allowing an opportunity to empty bladder/bowels and disrobe/gown as necessary. C. Assisting the Physician <ul style="list-style-type: none"> 1. May need to remain in room for legal reasons. 2. Hand the instruments and supplies as needed. 3. Direct the light appropriately. 4. Adjust patient's position/drape as necessary. 5. Document findings as provider dictates. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings

Objective 3

Name the instruments, equipment and supplies used on the complete physical examination (CPE) and state the function of each.

- A. Patient's chart.
- B. Black pens.
- C. Selected forms and requisitions.
- D. Electronic Health Record.
- E. Stethoscope.
- F. Sphygmomanometer.
- G. Tonometer.
- H. Otoscope.
- I. Ophthalmoscope.
- J. Nasal speculum.
- K. Penlight.
- L. Tongue depressor.
- M. Gauze squares.
- N. Laryngeal mirror.
- O. Non-sterile gloves.
- P. Water-soluble lubricant.
- Q. Vaginal speculum.
- R. Gooseneck lamp.
- S. Tissues.
- T. Fecal occult blood testing supplies.
- U. Tape measure.
- V. Percussion hammer.
- W. Vision chart.
- X. Alcohol wipes.
- Y. Chlorhexidine Gluconate (in swab form also known as Chloraprep.)
- Z. Bandages, gauze dressings (4x4, 3x4, 2x2).
- AA. Cotton balls.
- BB. Cotton-tipped applicator.
- CC. Drapes.
- DD. Emesis basin.
- EE. Biohazardous waste containers.
- FF. Soap dispenser.
- GG. Thermometers.

- A. Lecture/Discussion
- B. Assigned Readings
- C. Test on instruments and equipment. Students must identify and spell items correctly.

Objective 4

List the basic sequence of the physical examination.

- A. General appearance.
- B. Head.
- C. Neck.
- D. Eyes.
- E. Ears.
- F. Nose and sinuses.
- G. Mouth and throat.
- H. Chest and lungs.
- I. Heart.

- A. Lecture/Discussion
- B. Assigned Readings

<ul style="list-style-type: none"> J. Breasts. K. Abdomen. L. Genitalia. M. Rectum. N. Musculoskeletal system. O. Neurological system. 	
<p>Objective 5 Describe examination methods used by physicians and give an example of each.</p> <ul style="list-style-type: none"> A. Inspection (visual examination) <ul style="list-style-type: none"> 1. Posture/Gait. 2. Mannerisms. 3. Affect. 4. Hygiene. B. Auscultation (listening) <ul style="list-style-type: none"> 1. Lungs. 2. Heart. 3. Carotid arteries. 4. Bowel Sounds. C. Palpation (feeling) <ul style="list-style-type: none"> 1. Chest. 2. Abdomen. 3. Extremities. D. Percussion (tapping) <ul style="list-style-type: none"> 1. Chest. 2. Abdomen. 3. Extremities 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings
<p>Objective 6 Describe the recommended physical examination schedules for men, women and children.</p> <ul style="list-style-type: none"> A. All adults should visit their health care provider from time to time, even if they are healthy. The purpose of these visits is to: <ul style="list-style-type: none"> 1. Screen for diseases. 2. Assess risk of future medical problems. 3. Help develop a healthy lifestyle. 4. Update vaccinations. 5. Maintain a relationship with a doctor in case of an illness. B. Health screening <ul style="list-style-type: none"> 1. Women (Ages 18 – 39) <ul style="list-style-type: none"> a. Physical exam, two physical exams in your 20's. Height, weight, and body mass index (BMI) checked at every exam. b. Screening for depression, diet and exercise, alcohol and tobacco use. c. Blood pressure checked every two years unless it is 120-139/80-89 mmHg or higher. Then have it checked every year. d. Cholesterol screening age 20 and 45, you 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. www.nlm.nih.gov/medlineplus/ency/article/007466.htm D. www.cdc.gov/vaccines/schedules/index.html

- should be screened if you have a higher risk for heart disease.
- e. Diabetes screening, if blood pressure is above 135/80, health care provider will test your blood sugar levels for diabetes.
 - f. Dental exam every year for an exam and cleaning.
 - g. If vision trouble, have an eye exam every two years.
 - h. Immunizations
 - 1) Flu vaccine every year.
 - 2) After age 19, one tetanus-diphtheria and acellular pertussis (Tdap) vaccine.
 - Tetanus-diphtheria booster every ten years.
 - 3) Human Papilloma Virus (HPV) if you are between ages 18 and 26.
 - 4) Two doses of varicella vaccine if patient born after 1980 and never had chickenpox.
 - i. Breast exam
 - 1) Women may do a monthly breast self-exam.
 - 2) A complete breast exam should be done by a health care provider every three years for women ages 20-40.
2. Women (Ages 40 – 64)
- a. Physical exam every 1-5 years. Height, weight, and body mass index (BMI) checked at each exam.
 - b. Screening for depression, diet and exercise, alcohol and tobacco use.
 - c. Blood pressure screening every two years unless it is 120-139/80-89 mmHg or higher. Then checked every year.
 - d. Cholesterol screening, women over age 44 should be checked every five years.
 - e. Diabetes screening, if blood pressure is above 135/80; your health care provider will test sugar levels for diabetes.
 - f. Colon cancer screening, People between the ages of 50 and 75 should be screened for colorectal cancer.
 - 1) A stool occult blood test done every year.
 - 2) Flexible sigmoidoscopy every five years along with a stool occult blood test.
 - 3) Colonoscopy every ten years.
 - 4) Double contrast barium enema every

<p>five years.</p> <p>5) Computed tomographic colonography (virtual colonoscopy) every five years.</p> <p>g. Dental exam, every year for an exam and cleaning.</p> <p>h. Eye exam, every two years. 45 years and older test for glaucoma.</p> <p>i. Immunizations</p> <ol style="list-style-type: none"> 1) Flu vaccine every year. 2) Pneumonia vaccine. 3) One tetanus-diphtheria and acellular pertussis (Tdap) vaccine <ul style="list-style-type: none"> • Tetanus-diphtheria booster every ten years. 4) Shingles (herpes zoster) vaccination once after age 60. <p>j. Breast exams</p> <ol style="list-style-type: none"> 1) Monthly breast self-exam. 2) A complete breast exam should be done by a health care provider every year. 3) Mammograms, women over age 40 should have a mammogram done every 1-2 years. <p>k. Osteoporosis screening, all postmenopausal women with fractures should have a bone density test (DEXA scan).</p> <p>l. Pelvic exam and Pap smear done once every 2-3 years.</p> <ol style="list-style-type: none"> 1) Pelvic exams may be done more often to check for other disorders. 2) Women who have had a total hysterectomy (uterus and cervix removed) may choose not to have Pap smears. 3) Women who are sexually active should be screened for chlamydia infection. This can be done during a pelvic exam. <p>m. Your health care provider will discuss how to prevent sexually transmitted infections (STIs) with you if you are sexually active.</p> <p>3. Women (age 65 and older)</p> <ol style="list-style-type: none"> a. Physical exam, yearly physical exam. Height, weight, and body mass index (BMI) checked. b. Screening for depression, alcohol and tobacco use, diet, and exercise. c. Blood pressure screening, checked every year. 	
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<ul style="list-style-type: none"> d. Cholesterol screening, if cholesterol level is normal, have it rechecked every 3-5 years. e. Colon cancer screening, until age 75, one of the following screening tests should be done <ul style="list-style-type: none"> 1) Virtual colonoscopy (computed tomographic colonography) every five years. 2) A stool occult blood test done every year. 3) Flexible sigmoidoscopy every five years along with a stool occult blood test. 4) Colonoscopy every ten years. f. Dental exam, every year for an exam and cleaning. g. Diabetes screening, if blood pressure is above 135/80, your health care provider will test your blood sugar levels for diabetes. h. Eye exam, every two years and check for glaucoma. i. Hearing test, every year. j. Immunizations <ul style="list-style-type: none"> 1) Over age 65 pneumococcal vaccine. 2) Flu shot every year. 3) Tetanus-diphtheria booster every ten years. 4) Shingles (herpes zoster) vaccination once after age 60. k. Breast exam <ul style="list-style-type: none"> 1) Monthly breast self-exam. 2) A health care provider should do a complete breast exam every year. 3) Mammograms done every 1-2 years. l. Osteoporosis screening, all women should have a bone density test (DEXA scan). m. Pelvic exam and Pap test, after age 65, most women can stop having Pap smears as long as they have had three negative tests within the past ten years. <p>4. Men (Ages 18–39)</p> <ul style="list-style-type: none"> a. Preventive health visits should be every two years; height, weight, and body mass index (BMI) checked. b. Screening for depression, alcohol and tobacco use, diet, and exercise. c. Blood pressure screening checked every two years unless it is 120-139/80-89 mmHg or higher. Then have it checked every year. d. Cholesterol screening and heart disease 	
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<p>prevention, men over age 34 should be checked every five years.</p> <ul style="list-style-type: none"> e. Dental exam, every year for an exam and cleaning. f. Eye exam, if you have vision problems, have an eye exam every two years. g. Immunizations <ul style="list-style-type: none"> 1) Tetanus-diphtheria and acellular pertussis (TDap) vaccine once then a tetanus-diphtheria booster every ten years. 2) Flu shot each year. 3) HPV vaccine if not already vaccinated. h. Screening for Syphilis, Chlamydia and HIV. <p>5. Men (Ages 40 – 64)</p> <ul style="list-style-type: none"> a. Preventive health visits should be every two years; height, weight, and body mass index (BMI) checked. b. Screening for depression, alcohol and tobacco use, diet, and exercise. c. Blood pressure screening, checked every two years unless it is 120-139/80-89 mmHg or higher. Then checked every year. d. Cholesterol screening and heart disease prevention, men over age 34 should be checked every five years. e. Colon cancer screening, people between ages 50 and 75 should be screened for colorectal cancer <ul style="list-style-type: none"> 1) A stool occult blood test done every year. 2) Flexible sigmoidoscopy every five years along with a stool occult blood test. 3) Colonoscopy every ten years. f. Dental exam, every year for an exam and cleaning. g. Eye exam, every two years. h. Immunizations <ul style="list-style-type: none"> 1) Flu vaccine every year. 2) Tetanus-diphtheria and acellular pertussis (TDap) vaccine once then a tetanus-diphtheria booster every ten years. 3) Shingles (herpes zoster) vaccination once after age 60. i. Osteoporosis screening, men ages 50-70 with risk factors for osteoporosis should discuss screening with their doctor. j. Prostate cancer screening, men age 50 or 	
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older should screen for prostate cancer. African-American men and those with a family history of prostate cancer should discuss screening at age 45.

6. Men (Age 65 and older)
 - a. Preventive health visit each year should include
 - 1) Checking height and weight.
 - 2) Screening for alcohol and tobacco use.
 - 3) Screening for depression.
 - 4) Screening for the risk of falls.
 - 5) Discussing medication interactions.
 - 6) Screening for hearing loss.
 - b. Abdominal aortic aneurysm screening: Men between ages 65-75 who have smoked should have an ultrasound done once to screen for abdominal aortic aneurysms.
 - c. Blood pressure screening, checked every year.
 - d. Cholesterol screening, if cholesterol level is normal, recheck every five years.
 - e. Colon cancer screening for men age 50-75
 - 1) A stool occult blood test done every year.
 - 2) Flexible sigmoidoscopy every five years along with a stool occult blood test.
 - 3) Colonoscopy every ten years.
 - f. Dental exam, every year for an exam and cleaning
 - g. Eye exam, every two years.
 - h. Immunizations
 - 1) Pneumococcal vaccine.
 - 2) Flu shot every year.
 - 3) Tdap vaccine if you have not had one and Tetanus-diphtheria booster every ten years.
 - 4) Shingles (herpes zoster) vaccination once after age 60.
 - i. Osteoporosis screening, men ages 50 to 70 with risk factors for osteoporosis should discuss screening with their doctor.
 - j. Prostate cancer screening, men age 50 or older should screen for prostate cancer. African-American men and those with a family history of prostate cancer should discuss screening at age 45.
7. Children (Under 18)
 - a. Child care evaluation and discussion
 - 1) Normal development, meeting

<p>milestones.</p> <ol style="list-style-type: none">2) Nutrition.3) Sleep.4) Safety.5) Physical measurements including height, weight, BMI, chest circumference and head circumference.6) Patient history.7) Sensory screenings.8) Behavioral assessments.9) Planned procedures (immunizations, screenings and other tests) at the following suggested intervals:<ul style="list-style-type: none">• 3 to 5 days, 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 24 months, 30 months, 3 years, 4 years and then every year. <p>b. For immunization schedule see CDC recommendations.</p>	
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Objective 7

List laboratory and diagnostic test that may be ordered as part of a complete physical exam (CPE).

A. Blood

1. Complete metabolic panel (CMP).
2. Lipid panel
 - a. Cholesterol
 - b. High density lipoprotein (HDL)
 - c. Low density lipoprotein (LDL)
 - d. Triglycerides.
3. Thyroid panel
 - a. T3
 - b. T4
 - c. Thyroid stimulating hormone (TSH)
 - d. Calcium.
4. Alanine Aminotransferase (ALT).
5. Aspartate Aminotransferase (AST).
6. Fasting Blood Sugar (FBS).
7. Hemoglobin A1C (HbA1C).
8. Prothrombin Time (PT).
9. Prostate Specific Antigen (PSA)-men.
10. Blood Urea Nitrogen (BUN).
11. Creatinine.
12. Stool sample for occult blood.

B. Other

1. Urinalysis (UA).
2. Chest X-ray.
3. Electrocardiogram (EKG).
4. Pulmonary Function Tests (PFT).
5. Visual acuity.
6. Audiometry.
7. Vital signs (temperature, pulse, respirations and blood pressure).
8. Pulse Oximetry.
9. Height, weight and BMI.

A. Lecture/Discussion

B. Assigned Readings

<p>Objective 8 List and discuss appropriate patient education.</p> <ul style="list-style-type: none"> A. Patients need to know why the physical exam must be performed accurately. B. Explain that the data collected forms a database against which all future exams and observations will be compared. C. Patient needs to understand what is taking place and why. D. Important that patient be relaxed while being examined <ul style="list-style-type: none"> 1. Some exams can be embarrassing. 2. Explain things clearly to relieve anxiety. E. Never assume patient knows what clothing to remove or what position to assume. F. Answer all questions the patient has regarding the procedure to be performed. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Students to work in groups creating handouts for patients. Have students evaluate other group's handouts.
<p>Objective 9 Discuss the legal and ethical implications of the physical examination.</p> <ul style="list-style-type: none"> A. The Medical Assistant may be required to act as a witness during some examinations. B. The Medical Assistant must recognize that a legal and ethical contract exists between the patient and Physician. C. Information gained through the complete physical exam (CPE) is confidential and must remain that way. D. Follow HIPAA guidelines. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Provide scenarios/case studies for learners to discuss/debate.