

correct use of drugs, dosages, side-effects, administering and prescribing and so on. The BNF is published twice in a year.

2. The Monthly Index of Medical Specialities (MIMS) is sent to medical offices every month.

Both publications provide details on manufacturing, packaging, net costs and so on. While secretaries do not need to know every drug, a basic familiarity with more well-known drugs and medications is extremely useful while generating prescriptions.

Due to the concerted efforts of the NHS, prescriptions can now be electronically transferred to ease the task for patients who require repeat prescriptions.

6.8 Components of Medical Terminology

All medical terms consist of a root word, a prefix or a suffix or both.

Root Words in Medical Jargon

Some examples of commonly used root words:-

<i>Root word</i>	<i>Meaning</i>	<i>Sample Words</i>
BLAST	Immature cell or germ	The word 'blastoma' means a cancer made of immature cells
CARCIN	Cancer	Carcinogenic means a substance that is cancer causing
CARDIO	Heart	Cardiogram means a graph related to the heart
CYTO	Cell	Cytotoxic implies that the substance is toxic to the cell
DERMA	Skin	Dermatitis means inflammation of skin cells
HISTIO	Tissue	Histology refers to the study of tissue
HEPATI	Liver	Hepatoblastoma means cancer of the liver

MALIGN	Harmful/bad	Malignant means spreading or growing
NEPHRO	Kidney-related	Nephrotoxic means something that is harmful to the kidneys
NEURO	Nerve-related	Neuroblast refers to an immature nerve cell
ONCO	Tumour/mass	Oncology is the study of cancers
OSTEO	Boney tissue	Osteosarcoma means cancer of the bone
PAED	Child-related	The phrase 'paediatric oncology' involves study of childhood cancer
SARCO	Tissue-related	Sarcoma is the tumour of connective tissue, muscle and bone
TOXO	Poisons	Toxicology refers to the study of poisons

Suffixes

Some examples of commonly used suffixes:-

<i>Suffix</i>	<i>Meaning</i>	<i>Samples of Words</i>
AEMIA	Condition of blood	Leukaemia means blood cell cancer
ECTOMY	Removal/elimination	Nephrectomy refers to the removal of a kidney
ITIS	Inflammation	Hepatitis means liver inflammation
OLOGY	Science of/study of	Cytology is the study of cells in general

OMA	Tumour	Retinoblastoma means eye tumour
PATHY	Condition/disease	Neuropathy implies disease of the nervous system
OSIS	Disease/condition	Necrosis refers to the condition involving dying cells

Prefixes

Some examples of commonly used prefixes:-

<i>Prefix</i>	<i>Meaning</i>	<i>Samples of Words</i>
AN, A	Lack of/without	Anaemia means without/lack of red blood cells
AB	Away from	Abnormal means away from normal parameters
AD	Toward/near	Adrenal gland means the gland located near the kidney
BI	Both/two	Bilateral Wilms refers to tumours present in both kidneys
DYS	Painful/difficult	Dysfunction means something not working well
ECTO	Outside/exterior	Ectopic pregnancy refers to a pregnancy that is formed outside the uterine cavity
ENDO	Inside/interior	Endoscope means an instrument to look inside the body cavities or organs
EPI	Upon/on	Epidermis means the outer layer of skin
HYPER	Above/excessive	Hyperglycaemia refers to excessive blood sugar levels

HYPO	Below/beneath	The word hypodermic means an injection given just below the skin
INTER	In between	The word intercostal means between the ribs
INTRA	Inside/within	Intravenous refers to 'within a vein'
PARA	Near, beside	Parathyroid means just beside the thyroid gland
PERI	Just around something	Pericardium refers to the membrane that is around the heart
PRE	Before or prior	Prenatal means before actual birth or delivery
POST	After or later	Post-surgical stage refers to the stage during the aftermath of surgery
SUB	Below or under	Submucosa refers to the tissue that lies below mucus membrane
SYN	All together	Syndrome refers to a group of symptoms that occur together