

medical terminology: a short course pdf

Understanding Medical Terminology: Your Gateway to a Short Course PDF

medical terminology: a short course pdf is an indispensable resource for anyone seeking to grasp the fundamental language of healthcare. This article explores the significance of understanding medical terms, outlines what a comprehensive short course PDF typically covers, and discusses its practical applications. We'll delve into the building blocks of medical vocabulary, the importance of prefixes, suffixes, and root words, and how to effectively learn and apply this knowledge. Whether you're a student, a healthcare professional, or simply curious about medical language, this guide will illuminate the path to mastering medical terminology through accessible learning materials.

The Crucial Role of Medical Terminology in Healthcare

In the complex world of medicine, precise communication is paramount. Medical terminology serves as the standardized language that allows healthcare professionals to accurately record, discuss, and understand patient conditions, treatments, and procedures. Without a solid grasp of this specialized vocabulary, misinterpretations can lead to serious errors, impacting patient care and safety. Understanding medical terminology is not just about memorizing words; it's about comprehending the underlying structure and meaning that unlocks a deeper understanding of medical concepts.

Why is Medical Terminology Essential?

The necessity of medical terminology stems from its role in facilitating clear and concise communication within the healthcare ecosystem. It bridges the gap between different disciplines, ensuring that a physician, nurse, pharmacist, or laboratory technician can all interpret the same information without ambiguity. This shared language is vital for:

- Accurate patient record-keeping.
- Effective interdisciplinary collaboration.
- Precise diagnosis and treatment planning.
- Efficient billing and insurance processing.
- Understanding medical research and literature.

The Impact of Poor Terminology Comprehension

A lack of proficiency in medical terminology can have far-reaching negative consequences. These can include:

- Delayed or incorrect diagnoses.
- Medication errors.
- Inefficient workflows and communication breakdowns.
- Challenges in continuing education and professional development.
- Increased risk of legal and ethical issues.

Therefore, investing time in learning medical terminology is a critical step for anyone involved in or aspiring to be involved in the healthcare field.

Deconstructing Medical Terminology: The Building Blocks

Medical terms are not random collections of letters; they are systematically constructed, often derived from Latin and Greek roots. Understanding these foundational elements is key to deciphering new words and building a robust vocabulary. A good short course PDF will systematically break down these components.

Root Words: The Core Meaning

Root words form the essential meaning of a medical term. They often describe a body part, a condition, or an action. For example, "cardio" refers to the heart, and "nephro" refers to the kidney. Recognizing these core elements allows you to infer the meaning of more complex terms.

Prefixes: Adding Specificity

Prefixes are word parts added to the beginning of a root word to modify its meaning. They can indicate location, time, number, or status. For instance, "hyper-" means "above" or "excessive," so "hypertension" signifies high blood pressure. "Hypo-" means "below" or "deficient," leading to "hypotension" for low blood pressure.

Suffixes: Defining the Condition or Procedure

Suffixes are word parts attached to the end of a root word. They typically describe a condition, disease, procedure, or specialty. For example, "-itis" denotes inflammation, as in "arthritis" (inflammation of a joint). "-ology" signifies the study of, as in "cardiology" (the study of the heart).

What to Expect from a Medical Terminology Short Course PDF

A well-structured medical terminology short course PDF is designed to provide a concise yet comprehensive introduction to the subject. It typically follows a logical progression, starting with fundamental principles and moving towards more specialized areas.

Core Components of a Typical Short Course PDF

A quality PDF will usually include the following sections:

- Introduction to medical language and its importance.
- Anatomical and physiological terms (body systems, regions, planes).
- Common prefixes and suffixes with examples.
- Key medical root words related to various body systems.
- Terms related to common diseases, conditions, and symptoms.
- Surgical and diagnostic procedure terminology.
- Pharmacological terms.
- Examples of how terms are combined to form clinical descriptions.
- Study tips and practice exercises.

Learning Strategies Emphasized in a PDF Course

Effective learning strategies are crucial for retaining and applying medical terminology. A good PDF will often highlight these:

- **Breaking Down Words:** Analyzing terms into their constituent root, prefix, and suffix.
- **Contextual Learning:** Understanding how terms are used in real-world medical scenarios.
- **Repetition and Practice:** Utilizing flashcards, quizzes, and exercises.
- **Visualization:** Connecting terms with anatomical structures and physiological processes.
- **Association:** Linking new terms with familiar words or concepts.

Practical Applications of Mastering Medical Terminology

The ability to understand and use medical terminology opens doors to numerous opportunities and enhances performance across various healthcare roles. Its practical applications are widespread and significant.

For Aspiring Healthcare Professionals

For students pursuing careers in medicine, nursing, allied health, or other healthcare fields, a strong foundation in medical terminology is a prerequisite. It's often a required course and essential for success in subsequent studies and clinical rotations. Mastering these terms will directly impact their ability to learn, communicate, and perform effectively.

For Current Healthcare Practitioners

Even experienced healthcare professionals can benefit from refreshing their knowledge or delving into specialized areas. Continuous learning in medical terminology ensures they stay current with evolving medical practices, new technologies, and updated terminology used in research and clinical guidelines. It improves the accuracy and efficiency of their daily work.

Beyond Direct Patient Care Roles

The utility of medical terminology extends beyond those directly providing patient care. Professionals in:

- Medical transcription and coding.
- Health information management.

- Medical writing and editing.
- Pharmaceutical sales and research.
- Medical device sales and development.

all rely heavily on a precise understanding of medical language to perform their duties accurately and effectively.

Tips for Effectively Learning Medical Terminology

While the prospect of learning a new language can seem daunting, a systematic approach can make the process manageable and rewarding. A short course PDF can guide this learning journey.

Leveraging the PDF for Study

When using a medical terminology short course PDF, engage actively with the material. Don't just read; interact. Highlight key terms, create your own flashcards from the definitions provided, and attempt all the practice exercises. Focus on understanding the meaning behind the word, not just rote memorization.

Developing a Consistent Study Routine

Consistency is key. Dedicate regular, short periods to studying rather than cramming. Breaking down the learning into manageable chunks makes it easier to retain information. Reviewing previously learned terms regularly will reinforce your knowledge and prevent forgetting.

Utilizing Online Resources and Tools

Supplementing your PDF with online dictionaries, flashcard apps, and interactive learning platforms can enhance your understanding. Many digital tools offer pronunciation guides, visual aids, and gamified learning experiences that can make the process more engaging and effective. Look for resources that align with the structure and content of your chosen PDF.

By breaking down the complexity of medical language into its fundamental parts and employing effective learning strategies, mastering medical terminology becomes an achievable goal. A well-designed short course PDF can serve as an excellent starting point or a valuable refresher for anyone looking to navigate the intricate world of healthcare communication.

Frequently Asked Questions

What are the core components of most medical terms?

Most medical terms are composed of three basic parts: a root (the core meaning), a prefix (added to the beginning to modify the meaning), and a suffix (added to the end to further modify the meaning or indicate a condition).

Why is understanding prefixes important in medical terminology?

Prefixes often indicate location, number, time, direction, or negation. For example, 'dys-' means difficult or painful, as in 'dyspnea' (difficult breathing), and 'hyper-' means above or excessive, as in 'hypertension' (high blood pressure).

What is the significance of suffixes in medical terminology?

Suffixes typically describe a condition, disease, procedure, or specialty. For instance, '-itis' means inflammation (e.g., 'arthritis'), '-ectomy' means surgical removal (e.g., 'appendectomy'), and '-ology' refers to the study of (e.g., 'cardiology').

How does knowing medical roots help in deciphering new terms?

Medical roots carry the fundamental meaning of a term. By recognizing common roots, you can infer the general subject matter of a word. For example, 'cardio-' relates to the heart, 'hepato-' to the liver, and 'neuro-' to nerves.

What is a combining vowel and why is it used?

A combining vowel, most commonly 'o', is used to link word parts together, particularly when a suffix begins with a consonant or when joining two roots. It aids in pronunciation and flow.

What are some common combining forms for body parts?

Some common combining forms include 'gastro-' (stomach), 'nephro-' (kidney), 'pulmo-' (lung), 'osteo-' (bone), and 'dermo-' (skin).

How do medical terms relate to anatomical locations?

Many medical terms use prefixes and roots that denote specific anatomical positions or regions, such as 'sub-' (below), 'epi-' (above), 'infra-' (below), and 'retro-' (behind).

What are medical abbreviations and acronyms and why are

they used?

Medical abbreviations and acronyms are shortened forms of medical terms used for efficiency in charting and communication. Examples include 'BP' for blood pressure and 'SOB' for shortness of breath. However, their use requires careful attention to context to avoid misinterpretation.

What is the difference between a pathology and a procedure in medical terminology?

A pathology describes a disease or abnormal condition, often ending in suffixes like '-oma' (tumor) or '-osis' (abnormal condition). A procedure, on the other hand, describes a medical intervention or treatment, frequently ending in suffixes like '-scopy' (visual examination) or '-plasty' (surgical repair).

How can a short course PDF on medical terminology benefit healthcare professionals?

Such a course provides a foundational understanding of medical language, enabling clearer communication with patients and colleagues, more accurate interpretation of medical records, and improved comprehension of medical literature, ultimately enhancing patient care and professional development.

Additional Resources

Here are 9 book titles related to medical terminology, each presented with a short description:

1. Medical Terminology: A Short Course

This foundational text provides a concise and accessible introduction to the building blocks of medical language. It breaks down complex terms into their root words, prefixes, and suffixes, making it easier for students to understand and memorize. The book is designed for quick comprehension, making it ideal for those needing a rapid grasp of essential medical vocabulary.

2. Glossary of Medical Terms: An Essential Reference

This comprehensive glossary serves as a quick-reference guide to a wide range of medical terms. It offers clear and precise definitions for anatomical, physiological, and pathological vocabulary. The book is organized alphabetically for easy navigation and is invaluable for students, healthcare professionals, and anyone needing to decipher medical jargon.

3. Understanding Medical Terminology: A Practical Approach

This practical guide emphasizes the application of medical terminology in real-world healthcare settings. It uses case studies and clinical examples to illustrate how terms are used in diagnosis, treatment, and patient care. The book aims to move beyond rote memorization, encouraging learners to think critically about the meaning and context of medical words.

4. Anatomy and Physiology for Medical Terminology

This book directly links anatomical and physiological concepts with their corresponding medical terms. It explains how understanding body structures and functions clarifies the meaning of related vocabulary. By integrating these two essential subjects, learners can build a robust and contextually

rich understanding of medical language.

5. Pathology: Medical Terminology in Disease

Focusing specifically on diseases, this book delves into the terminology used to describe conditions, symptoms, and treatments. It explores the origins of terms related to various pathologies, aiding in the understanding of medical diagnoses. This resource is crucial for anyone needing to comprehend the language of illness.

6. Surgical Terminology Demystified

This specialized text breaks down the often complex and specific language used in surgical procedures. It covers terms related to instruments, techniques, anatomical regions, and outcomes of surgery. Learners will find this book essential for understanding surgical reports and discussions.

7. Pharmacology and Medical Terms: A Synergistic Guide

This book explores the intersection of pharmacology and medical terminology, explaining how drug names, classifications, and actions are described. It clarifies terms related to prescriptions, dosages, and drug interactions. This resource is particularly helpful for students and professionals working with medications.

8. Electronic Health Records and Medical Terminology

This modern guide examines how medical terminology is utilized within electronic health record (EHR) systems. It discusses standardized terminologies, coding systems, and the importance of accurate vocabulary in digital healthcare documentation. The book equips learners with the skills to navigate and contribute to modern medical records.

9. Medical Spanish: Essential Terms for Healthcare Professionals

Bridging language barriers, this book provides essential Spanish medical terminology for healthcare providers. It includes common phrases, anatomical terms, and patient care vocabulary. This resource is invaluable for improving communication with Spanish-speaking patients and ensuring effective care.

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Medical Terminology: A Short Course PDF

Course Name: Deciphering Medicine: A Concise Guide to Medical Terminology

Course Outline:

Introduction: What is medical terminology? Why is it important? Understanding prefixes, suffixes, and root words.

Chapter 1: Prefixes: Common medical prefixes and their meanings, examples in context.

Chapter 2: Suffixes: Common medical suffixes and their meanings, examples in context.
Chapter 3: Root Words: Common medical root words and their meanings, examples in context.
Chapter 4: Combining Forms: How to combine prefixes, suffixes, and root words to understand complex terms. Practice exercises.
Chapter 5: Common Medical Abbreviations: A comprehensive list of frequently used abbreviations.
Chapter 6: Body Systems Terminology: Focusing on key terms for major body systems (e.g., cardiovascular, respiratory, etc.).
Chapter 7: Diagnostic and Treatment Terminology: Understanding terms related to diagnosis and treatment procedures.
Conclusion: Review and further learning resources.

Deciphering Medicine: A Concise Guide to Medical Terminology

Medical terminology, the language of medicine, can seem daunting at first glance. Filled with seemingly indecipherable words and abbreviations, it often acts as a barrier between healthcare professionals and the general public. However, understanding medical terminology isn't just about sounding knowledgeable; it's crucial for effective communication, patient safety, and informed decision-making. This comprehensive guide provides a concise yet thorough introduction to the fundamental building blocks of medical language, empowering you to navigate the medical world with confidence.

1. Introduction: Unlocking the Language of Medicine

Why is learning medical terminology so important? The reasons are multifaceted. For healthcare professionals, it's essential for accurate documentation, clear communication with colleagues, and precise patient care. Misunderstandings due to unclear terminology can have serious consequences. For patients, understanding medical terminology empowers them to actively participate in their healthcare. Being able to decipher medical reports, understand diagnoses, and discuss treatment options with doctors fosters trust and improves health outcomes. This course will equip you with the skills to decipher the language of medicine, enabling you to understand medical documents, participate effectively in healthcare conversations, and improve your overall health literacy. We'll begin by exploring the fundamental components of medical terms: prefixes, suffixes, and root words. Learning these core elements is the key to unlocking the meaning of even the most complex medical terms.

2. Chapter 1: Prefixes - The Beginning of Understanding

Prefixes are word parts added to the beginning of a root word to modify its meaning. They often

indicate location, number, or size. Understanding common prefixes is a cornerstone of medical terminology comprehension. Here are some frequently encountered medical prefixes:

a-, an-: Without, lacking (e.g., anemia - lack of blood)
anti-: Against (e.g., antibiotic - against bacteria)
bi-: Two (e.g., bilateral - pertaining to both sides)
brady-: Slow (e.g., bradycardia - slow heart rate)
dys-: Difficult, painful (e.g., dyspnea - difficulty breathing)
endo-: Within, inner (e.g., endocarditis - inflammation of the inner heart lining)
epi-: Upon, on (e.g., epidermis - outer layer of skin)
hyper-: Excessive, above (e.g., hypertension - high blood pressure)
hypo-: Under, below (e.g., hypoglycemia - low blood sugar)
inter-: Between (e.g., intercostal - between the ribs)
intra-: Within (e.g., intravenous - within a vein)
peri-: Around (e.g., pericardium - membrane surrounding the heart)
poly-: Many, much (e.g., polycythemia - excessive red blood cells)
sub-: Under, below (e.g., subcutaneous - under the skin)
tachy-: Fast, rapid (e.g., tachycardia - rapid heart rate)

By memorizing these and other common prefixes, you'll significantly improve your ability to decode complex medical terms.

3. Chapter 2: Suffixes - The End Result

Suffixes, added to the end of a root word, often indicate a procedure, condition, or disease. Like prefixes, understanding common suffixes is crucial for comprehending medical terminology. Some examples include:

-algia: Pain (e.g., neuralgia - nerve pain)
-ectomy: Surgical removal (e.g., appendectomy - surgical removal of the appendix)
-itis: Inflammation (e.g., gastritis - inflammation of the stomach)
-oma: Tumor (e.g., carcinoma - cancerous tumor)
-pathy: Disease (e.g., neuropathy - nerve disease)
-plasty: Surgical repair (e.g., rhinoplasty - surgical repair of the nose)
-scopy: Visual examination (e.g., endoscopy - visual examination of the internal organs)
-tomy: Incision, cutting into (e.g., laparotomy - incision into the abdomen)

Combining the knowledge of prefixes and suffixes already lays a strong foundation for understanding medical terminology.

4. Chapter 3: Root Words - The Core Meaning

Root words form the foundation of medical terms, providing the core meaning. They often refer to a body part, a process, or a condition. Understanding common root words is fundamental to mastering medical terminology. Examples include:

cardi/o: Heart (e.g., cardiology – the study of the heart)
derm/o, dermat/o: Skin (e.g., dermatology – the study of skin)
gastr/o: Stomach (e.g., gastritis – inflammation of the stomach)
hepat/o: Liver (e.g., hepatitis – inflammation of the liver)
neur/o: Nerve (e.g., neurology – the study of the nervous system)
pulmon/o: Lung (e.g., pulmonary – pertaining to the lungs)
ren/o: Kidney (e.g., renal – pertaining to the kidneys)

Learning these root words provides the core understanding necessary for interpreting many medical terms.

5. Chapter 4: Combining Forms - Building Complex Terms

Medical terms are rarely simple combinations of prefixes, suffixes, and root words. Often, they are built using combining forms. A combining form is a root word with a combining vowel (usually "o") added to it, allowing smooth transitions between word parts. For example, "cardi/o" becomes "cardio" when combined with other word parts. Understanding how combining forms are used is crucial for deciphering complex medical terms. Practice exercises within this chapter will reinforce this key skill.

6. Chapter 5: Common Medical Abbreviations - A Quick Reference

Medical professionals frequently use abbreviations to save time and space. However, these abbreviations can be confusing for those unfamiliar with them. This chapter provides a comprehensive list of frequently used medical abbreviations, explaining their meanings and contexts, helping you to quickly and accurately interpret them.

7. Chapter 6: Body Systems Terminology - Focusing on the Major Systems

This chapter delves into the specific terminology used for major body systems, such as the cardiovascular, respiratory, nervous, digestive, and musculoskeletal systems. Understanding the

specific vocabulary of each system is crucial for a more comprehensive grasp of medical language.

8. Chapter 7: Diagnostic and Treatment Terminology - Understanding Procedures and Outcomes

This section focuses on terms related to diagnostic procedures (e.g., x-rays, biopsies) and treatment methods (e.g., surgery, chemotherapy, radiation therapy). Understanding this vocabulary is essential for comprehending medical reports and treatment plans.

9. Conclusion: Continuing Your Journey

This short course provides a solid foundation in medical terminology. However, mastering this complex language requires ongoing learning and practice. This conclusion section will offer additional resources and learning strategies to help you continue your journey toward becoming fluent in the language of medicine.

FAQs

1. What is the best way to memorize medical terms? Use flashcards, practice writing and saying the terms aloud, and incorporate them into your daily conversations when possible.
2. Are there any online resources to help me learn medical terminology? Yes, many websites and apps offer interactive lessons and quizzes on medical terminology.
3. How long does it take to become proficient in medical terminology? It depends on your learning style and dedication, but consistent study over several weeks or months will yield significant results.
4. Is this course suitable for non-medical professionals? Absolutely! This course is designed to be accessible and beneficial to anyone interested in understanding medical language.
5. What is the difference between a prefix and a suffix? Prefixes are added to the beginning of a word, while suffixes are added to the end.
6. What are combining forms? Combining forms are root words with a combining vowel, typically "o," added to facilitate the joining of other word parts.
7. What are some common medical abbreviations? Examples include "BP" (blood pressure), "ECG" (electrocardiogram), and "IV" (intravenous).

8. Is there a specific order in which I should learn prefixes, suffixes, and root words? While there isn't a strict order, it's generally helpful to start with prefixes and suffixes, and then learn root words.
9. Where can I find more advanced resources on medical terminology? Many medical textbooks and online courses offer more advanced study materials.

Related Articles

1. Medical Terminology for Nurses: A focused guide for nurses covering common terms specific to their practice.
2. Medical Terminology for Patients: A patient-friendly guide to understanding common medical terms and concepts.
3. Medical Terminology Dictionary: A comprehensive dictionary of medical terms with definitions and pronunciations.
4. Common Medical Abbreviations and Acronyms: A detailed list of medical abbreviations with their meanings and examples.
5. Understanding Medical Reports: A Guide for Patients: Helps patients decipher their medical reports and understand their diagnoses.
6. Medical Terminology for Allied Health Professionals: Covers specific terminology used by allied health professionals such as physical therapists and respiratory therapists.
7. The History of Medical Terminology: Explores the etymology and evolution of medical language.
8. Tips and Tricks for Mastering Medical Terminology: Offers strategies and techniques for effective learning.
9. Medical Terminology Practice Quizzes: A collection of quizzes and interactive exercises to test your understanding.

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Davi-Ellen Chabner, 2022-02-05 Build a working medical vocabulary quickly with Chabner's Medical Terminology: A Short Course, 9th Edition! Omitting time-consuming, nonessential information, this text helps you master the basics of medical vocabulary — including the most frequently encountered suffixes, prefixes, and word roots. A text/workbook format lets you practice and interact with medical terminology on almost every page through exercises, labeling, and pronunciations. Case studies and real-world vignettes demonstrate how medical terms are used in practice. With all this plus medical animations, word games, and flash cards on the Evolve website, you'll be amazed at how easily medical terminology becomes part of your vocabulary. - Easy-to-read and understandable language allows you to quickly grasp and retain medical terminology even if you've had little or no background in biology or medicine. - Text/workbook approach reinforces learning every step of the way with exercises, diagram labeling, review sheets, and pronunciation practice throughout the book. - Full-color illustrations and photographs show parts of the body, diseases, conditions, and medical procedures. - Picture Show activities, medical case reports, and vignettes demonstrate real-life applications of medical terms. - First Person narratives help you to understand diseases and conditions from the patient's perspective. - Principal Diagnosis feature shows how medical terms are used in clinical practice by asking you to read physician notes about a case and determine the patient's principal diagnosis. - Medical Terminology Check Up at the end of each chapter reinforces your understanding of key concepts and easily confused terms. - Evolve website includes resources

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medical terminology a short course pdf: A Short Course in Medical Terminology C. Edward Collins, 2006 Designed for self-instruction or classroom use, this quick and easy textbook is ideally suited for one- or two-credit medical terminology courses. The text is brief yet sufficiently comprehensive to give users a sound understanding of terminology. Part One covers the basics of word analysis, word parts, and word building; Part Two focuses on the major body systems. Each chapter includes word tables, review exercises, and illustrations. A bonus CD-ROM includes a pronunciation glossary with approximately 1,500 terms, plus interactive exercises and a final exam.

LiveAdvise: Medical Terminology online faculty support and student tutoring services are available free with each text. An online course for use with WebCT or Blackboard is also available.

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should be viewed as one of the many tools required in the design process. This comprehensive overview of anthropometrics consists of three parts. The first part deals with the theory and application of anthropometrics and includes a special section dealing with physically disabled and elderly people. It provides the designer with the fundamentals of anthropometrics and a basic understanding of how interior design standards are established. The second part contains easy-to-read, illustrated anthropometric tables, which provide the most current data available on human body size, organized by age and percentile groupings. Also included is data relative to the range of joint motion and body sizes of children. The third part contains hundreds of dimensioned drawings, illustrating in plan and section the proper anthropometrically based relationship between user and space. The types of spaces range from residential and commercial to recreational and institutional, and all dimensions include metric conversions. In the Epilogue, the authors challenge the interior design profession, the building industry, and the furniture manufacturer to seriously explore the problem of adjustability in design. They expose the fallacy of designing to accommodate the so-called average man, who, in fact, does not exist. Using government data, including studies prepared by Dr. Howard Stoudt, Dr. Albert Damon, and Dr. Ross McFarland, formerly of the Harvard School of Public Health, and Jean Roberts of the U.S. Public Health Service, Panero and Zelnik have devised a system of interior design reference standards, easily understood through a series of charts and situation drawings. With *Human Dimension and Interior Space*, these standards are now accessible to all designers of interior environments.

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in bad systems that need to be made safer. Comprehensive and straightforward, this book offers a clear prescription for raising the level of patient safety in American health care. It also explains how patients themselves can influence the quality of care that they receive once they check into the hospital. This book will be vitally important to federal, state, and local health policy makers and regulators, health professional licensing officials, hospital administrators, medical educators and students, health caregivers, health journalists, patient advocates—as well as patients themselves. First in a series of publications from the Quality of Health Care in America, a project initiated by the Institute of Medicine

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