

MULTIPLE CHOICE

1. Which of the following is *not* a function of the medical record?
 - a. To provide information for making decisions regarding the patient's care
 - b. To document the patient's progress
 - c. To serve as a legal document
 - d. To share information between members of the patient's family

ANS: D REF: p. 2| CAAHEP Competency (2015): VI.4
OBJ: 1

2. What information is contained in the medical record?
 - a. Health history report
 - b. Results of the physical examination
 - c. Laboratory reports
 - d. Progress notes
 - e. All of the above

ANS: E REF: pp. 2-3| CAAHEP Competency (2015): VI.4
OBJ: 2

3. The purpose of the HIPAA Privacy Rule is to
 - a. reduce exposure of patients to bloodborne pathogens.
 - b. provide patients with better control over the use and disclosure of their health information.
 - c. prevent the patient's records from being copied.
 - d. encourage the patient to become more involved in preventive health care.

ANS: B REF: p. 4 | CAAHEP Competency (2015): IX.3
OBJ: 2

4. All of the following are characteristics of the Notice of Privacy Practices *except*:
 - a. Was developed by the American Medical Association
 - b. Must explain how a patient's health information will be used and protected by the medical office
 - c. Must be provided to each patient
 - d. Must obtain a signed acknowledgment from the patient that he/she has received an NPP

ANS: A REF: p. 4| CAAHEP Competency (2015): IX.3
OBJ: 2

5. Health information in any form that contains patient identifiable information is known as
 - a. PHI.
 - b. NPP.
 - c. OSHA.
 - d. HIPAA.

ANS: A
OBJ: 2

REF: p. 4| CAAHEP Competency (2015): IX.3

6. In which of the following situations does HIPAA *not* require written consent for the use or disclosure of protected health information?
- Patient referral to a specialist
 - Emergency care provided at a hospital
 - Determination of eligibility for insurance benefits
 - Training of health care students
 - All of the above

ANS: E
OBJ: 2

REF: p. 4| CAAHEP Competency (2015): IX.3

7. Which of the following is *not* an example of a medical office clinical document?
- Patient registration record
 - Physical examination report
 - Medication record
 - Health history report

ANS: A
OBJ: 2

REF: pp. 2-3| CAAHEP Competency (2015): VI.4

8. Which of the following is *not* a characteristic of a laboratory report?
- It relays results of laboratory tests to the provider
 - It consists of a report of the analysis or examination of body specimens
 - It assists in diagnosing and treating disease
 - It is a request for laboratory tests to be performed by an outside laboratory

ANS: D
OBJ: 2

REF: pp. 2-3| CAAHEP Competency (2015): VI.4

9. Which of the following is an example of a diagnostic procedure report?
- Electrocardiogram report
 - Physical therapy report
 - Urinalysis report
 - Pathology report

ANS: A
OBJ: 2

REF: pp. 2-3| CAAHEP Competency (2015): VI.4

10. What is the name of the type of report that documents the assessments and treatments designed to restore a patient's ability to function?
- Consultation report
 - Diagnostic procedure report
 - Pathology report
 - Therapeutic service report

ANS: D
OBJ: 2

REF: pp. 2-3| CAAHEP Competency (2015): VI.4

11. Which of the following is *not* an example of a hospital report?
- Operative report

- b. Cytology report
- c. Discharge summary report
- d. Emergency department report

ANS: B REF: pp. 2-3| CAAHEP Competency (2015): VI.4
OBJ: 2

12. Which of the following is an example of a consent document?
- a. Patient registration record
 - b. Notice of Privacy Practices form
 - c. Release of medical information form
 - d. Patient instruction sheet

ANS: C REF: pp. 2-3| CAAHEP Competency (2015): VI.4
OBJ: 2

13. Which of the following can be performed by an electronic medical record software program?
- a. Creation of a medical record
 - b. Storage of a medical record
 - c. Editing of a medical record
 - d. Retrieval of a medical record
 - e. All of the above

ANS: E REF: p. 3| CAAHEP Competency (2015): V.8
OBJ: 3

14. All of the following are advantages of an electronic medical record (EMR) *except*
- a. an EMR does not have to be filed.
 - b. documents in an EMR can be quickly retrieved.
 - c. more than one person can view an EMR at the same time.
 - d. EMRs are exempt from the HIPAA regulations.

ANS: D REF: pp. 3, 6| CAAHEP Competency (2015): VI.12
OBJ: 5

15. Which of the following are used to enter data into an electronic medical record?
- a. Free-text entry
 - b. Drop-down menus
 - c. Radio buttons
 - d. All of the above

ANS: D REF: p. 11| CAAHEP Competency (2015): V.8
OBJ: 8

16. How are paper documents entered into a patient's electronic medical record?
- a. By scanning them into the computer
 - b. By retyping them on the computer
 - c. By photocopying them
 - d. By transmitting them through a modem

ANS: A REF: p. 11| CAAHEP Competency (2015): VI.4
OBJ: 8

17. What is the name of a program that converts typed text into text that can be manipulated by the computer (once it has been scanned into the computer)?
- POMR
 - OCR
 - Word processing program
 - Practice management program

ANS: B

REF: p. 6| CAAHEP Competency (2015): VI.12

OBJ: 4

18. All of the following assist in the collection of data for a health history *except*
- a quiet, comfortable room.
 - showing interest in the patient.
 - showing concern for the patient.
 - calling the patient “honey.”

ANS: D

REF: p. 6| CAAHEP Competency (2015): V.3.

OBJ: 8

19. Which of the following can be used to enter a health history into an electronic medical record?
- The patient completes a paper form and the medical assistant scans it into the computer.
 - The medical assistant enters information into the computer while asking the patient questions.
 - The patient completes a health history questionnaire on a computer.
 - All of the above

ANS: D

REF: p. 6| CAAHEP Competency (2015): IX.12

OBJ: 8

20. What is a health history?
- A legal document required to perform certain procedures on a patient
 - Documentation of the results of the physical examination
 - A collection of subjective data about the patient
 - A narrative description and interpretation of a diagnostic procedure

ANS: C

REF: p. 6| CAAHEP Competency (2015): V.10

OBJ: 6

21. The health history is taken
- after the provider performs the physical examination.
 - after laboratory test results are reviewed.
 - before the provider performs the physical examination.
 - after the provider makes a diagnosis of the patient’s condition.

ANS: C

REF: p. 6| CAAHEP Competency (2015): VI.4

OBJ: 6

22. What is the chief complaint?
- The probable outcome of the patient’s condition
 - The symptom causing the patient the most trouble
 - A detailed description of the patient’s illness using medical terms

d. A tentative diagnosis of the patient's condition

ANS: B REF: p. 7| CAAHEP Competency (2015): V.10
OBJ: 7

23. Which of the following questions should be used to elicit the chief complaint from a patient?
- a. Where does it hurt?
 - b. Are you sick?
 - c. How long have you been ill?
 - d. What seems to be the problem?
 - e. All of the above

ANS: D REF: p. 7| CAAHEP Competency (2015): V.1
OBJ: 7

24. Which of the following is a correct example for documenting the chief complaint?
- a. "Complains of pain in the left shoulder."
 - b. "The patient does not feel well today."
 - c. "Burning in the chest and coughing for the past 2 days."
 - d. "Otitis media that began following a cold."

ANS: C REF: p. 7| CAAHEP Competency (2015): V.7
OBJ: 7

25. An expansion of the chief complaint is known as the
- a. review of systems.
 - b. present illness.
 - c. progress report.
 - d. provisional diagnosis.

ANS: B REF: p. 7| CAAHEP Competency (2015): V.10
OBJ: 7

26. What is the past medical history?
- a. The patient's previous diseases, injuries, and operations
 - b. The symptom causing the patient the most trouble
 - c. Information about the patient's lifestyle
 - d. The hereditary diseases and health of blood relatives

ANS: A REF: pp. 7, 11| CAAHEP Competency (2015): V.10
OBJ: 6

27. All of the following are included in the past medical history *except*
- a. accidents and injuries.
 - b. immunizations.
 - c. hospitalizations and operations.
 - d. current medications.
 - e. occupation.

ANS: E REF: pp. 7, 11| CAAHEP Competency (2015): VI.4
OBJ: 6

28. A review of the health status of blood relatives is known as

- a. family history.
- b. review of systems.
- c. genetic review.
- d. chronological history.

ANS: A REF: p. 11| CAAHEP Competency (2015): VI.4
OBJ: 6

29. Which of the following is an example of a familial disease?
- a. Tuberculosis
 - b. Pneumonia
 - c. Diabetes mellitus
 - d. Emphysema

ANS: C REF: p. 11| CAAHEP Competency (2015): V.10
OBJ: 6

30. The social history focuses on which of the following that may affect the patient's condition?
- a. Patient's lifestyle
 - b. Familial diseases
 - c. Past injuries
 - d. Medications being taken by the patient

ANS: A REF: p. 11| CAAHEP Competency (2015): VI.4
OBJ: 6

31. All of the following are included in the social history *except*
- a. dietary history.
 - b. health habits.
 - c. occupation.
 - d. chronic illnesses.

ANS: D REF: p. 11| CAAHEP Competency (2015): VI.4
OBJ: 6

32. What is the ROS?
- a. A history of the patient's previous diseases, injuries, and operations
 - b. The symptom causing the patient the most trouble
 - c. A systematic review of each body system
 - d. A review of the hereditary diseases and health of blood relatives

ANS: C REF: p. 11| CAAHEP Competency (2015): V.10
OBJ: 6

33. What term is used to describe the process of recording information about a patient in the medical record?
- a. Documenting
 - b. Registration
 - c. Scribbling
 - d. Classifying

ANS: A REF: p. 11| CAAHEP Competency (2015): V.10
OBJ: 8

34. All of the following must be performed when documenting in the medical record *except*:
- a. Check the name on the medical record before making an entry.
 - b. Include the patient's name at the beginning of each entry.
 - c. Begin each phrase with a capital letter and end with a period.
 - d. Never document for someone else.

ANS: B

REF: pp. 11-12 | CAAHEP Competency (2015): V.7

OBJ: 8

35. A procedure should be documented immediately after being performed to
- a. avoid documenting the procedure out of sequence.
 - b. avoid performing the wrong procedure on a patient.
 - c. avoid forgetting certain aspects of the procedure.
 - d. prevent another staff member from documenting the procedure.

ANS: C

REF: pp. 11-12 | CAAHEP Competency (2015): I.12

OBJ: 8

36. Black ink should be used when documenting in the PPR to
- a. provide a permanent record.
 - b. ensure legible handwriting.
 - c. avoid spelling errors.
 - d. reduce documentation errors.

ANS: A

REF: pp. 11-12 | CAAHEP Competency (2015): I.12

OBJ: 8

37. Which of the following is the correct way to sign a documentation entry?
- a. D.B., CMA (AAMA)
 - b. Dawn C. Bennett, CMA (AAMA)
 - c. D. Bennett, CMA (AAMA)
 - d. Bennett, CMA (AAMA)

ANS: C

REF: pp. 11-12 | CAAHEP Competency (2015): VI.4

OBJ: 8

38. Why should a documentation error in a PPR never be erased or obliterated?
- a. It makes it harder to read the medical record.
 - b. The patient may not receive the proper care.
 - c. Credibility is reduced if the provider is involved in litigation.
 - d. It indicates the procedure was performed incorrectly.

ANS: C

REF: pp. 11-12 | CAAHEP Competency (2015): I.12

OBJ: 8

39. The purpose of progress notes is to
- a. provide a review of each body system.
 - b. update the medical record with new patient information.
 - c. prevent the patient's condition from getting worse.
 - d. ensure that the patient returns for follow-up care.

ANS: B

REF: p. 13 | CAAHEP Competency (2015): V.4

OBJ: 9

40. What is a symptom?
- Conclusions drawn from an interpretation of data
 - Any change in the body or its functioning that indicates disease
 - The probable outcome of a disease
 - The scientific method of identifying a patient's condition

ANS: B REF: p. 13| CAAHEP Competency (2015): V.10

OBJ: 10

41. What is an objective symptom?
- A symptom that can be observed by another person
 - A symptom that precedes a disease
 - A symptom that is felt by the patient and cannot be observed by another
 - The symptom causing the patient the most trouble

ANS: A REF: p. 13| CAAHEP Competency (2015): V.10

OBJ: 10

42. Which of the following is an example of a subjective symptom?
- Rash
 - Pain
 - Dyspnea
 - Bleeding

ANS: B REF: p. 13| CAAHEP Competency (2015): V.10

OBJ: 10

43. Which of the following should be included when documenting the administration of medication?
- Name of the medication
 - Route of administration
 - Dosage administered
 - Injection site
 - All of the above

ANS: E REF: p. 13| CAAHEP Competency (2015): I.12

OBJ: 8

44. Laboratory tests ordered on a patient at an outside laboratory should be documented in the event which of the following occurs?
- The patient does not undergo the test.
 - The test results are abnormal.
 - The patient's condition gets worse.
 - The test results are negative.

ANS: A REF: p. 14, 16| CAAHEP Competency (2015): I.12

OBJ: 8

45. Why is it important to document instructions provided to the patient?
- To ensure that the patient understands the instructions provided
 - To protect the provider legally if the patient is harmed by not following the

instructions

- c. To ensure that the patient follows the instructions
- d. To provide a record for the insurance company

ANS: B REF: p. 16| CAAHEP Competency (2015): I.12
OBJ: 8

46. Flushed skin usually indicates the patient
- a. is experiencing pain.
 - b. has an elevated temperature.
 - c. has chills.
 - d. has a rash.

ANS: B REF: p. 21| CAAHEP Competency (2015): V.10
OBJ: 11

47. A yellow color of the skin that is first observed in the whites of the eyes is called
- a. cyanosis.
 - b. hepatitis.
 - c. pallor.
 - d. jaundice.

ANS: D REF: p. 21| CAAHEP Competency (2015): V.10
OBJ: 11

48. A decrease in the amount of water in the body is known as
- a. edema.
 - b. acidosis.
 - c. epistaxis.
 - d. dehydration.

ANS: D REF: p. 21| CAAHEP Competency (2015): V.1
OBJ: 11

49. What term is used to describe excessive perspiration?
- a. Dehydration
 - b. Diaphoresis
 - c. Edema
 - d. Hyperremesis

ANS: B REF: p. 21| CAAHEP Competency (2015): V.10
OBJ: 11

50. What term is used to describe dizziness?
- a. Epistaxis
 - b. Vertigo
 - c. Urticaria
 - d. Pruritus

ANS: B REF: p. 21| CAAHEP Competency (2015): V.10
OBJ: 11