

MULTIPLE CHOICE

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

ANS: E TOP: CAAHEP Cognitive Competency Met: V. 6

2. 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 TOP: CAAHEP Cognitive Competency Met: V. 6

3. The purpose of HIPAA is to
 - a. reduce exposure of patients to bloodborne pathogens.
 - b. provide patients with more 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 TOP: CAAHEP Cognitive Competency Met: IX. 3

4. The patient registration record consists of
 - a. demographic and billing information.
 - b. medication instructions given to the patient.
 - c. the results of the physical examination.
 - d. a list of problems associated with the patient's illness.
 - e. all of the above.

ANS: A TOP: CAAHEP Cognitive Competency Met: V. 6

5. All of the following are included in the patient registration record *except*
 - a. date of birth.
 - b. allergies.
 - c. employer.
 - d. patient's insurance company.

ANS: B TOP: CAAHEP Cognitive Competency Met: V. 6

6. Which of the following provides subjective data about a patient to assist the physician in arriving at a diagnosis?
 - a. Laboratory tests

- b. Physical examination
- c. Health history
- d. Diagnostic tests

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 6

7. Which of the following is *not* included on a medication record for medication administered at the office?
- a. Name of the medication
 - b. Route of administration
 - c. Dosage administered
 - d. Number of refills

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 6

8. A narrative report of an opinion about a patient's condition by a practitioner other than the attending physician is known as a _____ report.
- a. correspondence
 - b. discharge summary
 - c. consultation
 - d. health history

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

9. Which of the following services may be provided through home health care?
- a. IV therapy
 - b. Respiratory care
 - c. Rehabilitation
 - d. Maternal-child care
 - e. All of the above

ANS: E

TOP: CAAHEP Cognitive Competency Met: I. 9

10. A report of the analysis of body specimens is known as a _____ report.
- a. therapeutic
 - b. diagnostic
 - c. laboratory
 - d. progress

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

11. All of the following are examples of diagnostic reports *except* _____ report.
- a. urinalysis
 - b. spirometry
 - c. colonoscopy
 - d. radiology

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 12

12. All of the following are examples of physical therapy *except*
- a. electrical stimulation.
 - b. hydrotherapy.
 - c. therapeutic exercise.

d. breathing treatments.

ANS: D

CAAHEP Cognitive Competency Met: I. 9

13. Which of the following helps a patient with a disability learn new skills to perform the activities of daily living?
- a. Speech therapy
 - b. Occupational therapy
 - c. Physical therapy
 - d. Dietitian

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

14. What term is used to describe a patient who has been admitted to the hospital for at least one overnight stay?
- a. Outpatient
 - b. Ambulatory patient
 - c. Guest
 - d. Inpatient

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

15. Conclusions drawn from an interpretation of data are known as
- a. medical impressions.
 - b. prognosis.
 - c. symptoms.
 - d. charting.

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

16. All of the following are included in an operative report *except*
- a. the name of the surgical procedure.
 - b. description of the procedure used during surgery.
 - c. prognosis.
 - d. postoperative diagnosis.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

17. Which of the following reports consists of an account of the significant events of a patient's hospitalization?
- a. Emergency department report
 - b. Pathology report
 - c. History and physical report
 - d. Discharge summary report

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 12

18. Which of the following reports consists of a macroscopic and microscopic description of tissue removed during surgery?
- a. Laboratory report
 - b. Pathology report
 - c. Diagnostic imaging report

d. Operative report

ANS: B

TOP: CAAHEP Cognitive Competency Met: V. 12

19. A copy of the patient's emergency department report is sent to the
- patient's insurance company.
 - patient.
 - patient's family physician.
 - laboratory.

ANS: C

TOP: CAAHEP Cognitive Competency Met: I. 9

20. A consent to treatment form is required for
- tuberculin skin testing.
 - sebaceous cyst removal.
 - ear irrigation.
 - blood pressure measurement.

ANS: B

TOP: CAAHEP Cognitive Competency Met: V. 12

21. Which of the following must be included in informed consent?
- An explanation of risks involved with the procedure
 - Any alternative treatments or procedures available
 - The prognosis
 - The purpose of the recommended procedure
 - All of the above

ANS: E

TOP: CAAHEP Cognitive Competency Met: IX. 13

22. When a medical assistant witnesses a patient's signature, it means that he or she verified
- the patient's identity and watched the patient sign the form.
 - that the information on the form is correct.
 - that the patient is aware of the risks involved with the procedure to be performed.
 - that the physician discussed informed consent with the patient.

ANS: A

TOP: CAAHEP Cognitive Competency Met: IX. 13

23. Which of the following situations requires the completion of a release of medical information form?
- When a patient transfers records to a new physician
 - To bill the patient's insurance company
 - To send the patient's records to a consulting physician
 - To determine the patient's eligibility for insurance benefits

ANS: A

TOP: CAAHEP Cognitive Competency Met: IX. 13

24. All of the following are included on a release of medical information form *except*
- the specific information to be released.
 - the need for the information.
 - the patient's signature.
 - the expiration date of the release form.
 - medications being taken by the patient.

ANS: E

TOP: CAAHEP Cognitive Competency Met: V. 12

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

ANS: E

TOP: CAAHEP Cognitive Competency Met: V. 11

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

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 9

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

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 11

28. Which of the following are used to enter data into an electronic medical record?
- Free-text entry
 - Drop-down lists
 - Check boxes
 - All of the above

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 11

29. In a source-oriented record, a radiology report is filed under which of the following chart dividers?
- History and Physical
 - Progress Notes
 - Lab/X-ray
 - Hospital

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 5

30. With reverse chronological order, the most recent document is
- filed alphabetically.
 - filed by subject title.
 - placed in front of the other documents.
 - placed in back of the other documents.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 5

31. All of the following are included in the database section of a POR *except*

- a. health history report.
- b. physical examination report.
- c. baseline laboratory test results.
- d. plan of treatment.

ANS: D TOP: CAAHEP Cognitive Competency Met: V. 5

32. The acronym for the format used to organize POR progress notes is
- a. SOAP.
 - b. TGIF.
 - c. OSHA.
 - d. PPR.

ANS: A TOP: CAAHEP Cognitive Competency Met: IV. 11

33. Data obtained from the patient are recorded in POR progress notes under
- a. subjective data.
 - b. objective data.
 - c. assessment.
 - d. plan.

ANS: A TOP: CAAHEP Cognitive Competency Met: IV. 6

34. The physician's interpretation of the patient's condition is recorded in POR progress notes under
- a. subjective data.
 - b. objective data.
 - c. assessment.
 - d. plan.

ANS: C TOP: CAAHEP Cognitive Competency Met: V. 5

35. The purpose of the tab on a file folder is to
- a. hold documents in place in the folder.
 - b. identify the contents of the folder.
 - c. prevent the folder from being misfiled.
 - d. keep the folder closed when not in use.

ANS: B TOP: CAAHEP Cognitive Competency Met: V. 8

36. All of the following assist in the collection of data for a health history *except*
- a. a quiet, comfortable room.
 - b. showing interest in the patient.
 - c. showing concern for the patient.
 - d. calling the patient "honey."

ANS: D

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

d. All of the above are correct.

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 11

38. The health history is taken

- a. after the physician performs the physical examination.
- b. after laboratory test results are reviewed.
- c. before the physician performs the physical examination.
- d. after the physician makes a diagnosis of the patient's condition.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 6

39. What is the chief complaint?

- a. The probable outcome of the patient's condition
- b. The symptom causing the patient the most trouble
- c. A detailed description of the patient's illness using medical terms
- d. A tentative diagnosis of the patient's condition

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

40. 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 are correct.

ANS: D

41. Which of the following is a correct example for recording 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

42. 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

TOP: CAAHEP Cognitive Competency Met: IV. 11

43. What is the 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

TOP: CAAHEP Cognitive Competency Met: IV. 11

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

ANS: E

TOP: CAAHEP Cognitive Competency Met: IV. 12

45. 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

TOP: CAAHEP Cognitive Competency Met: V. 6

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

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 11

47. The social history is important because which of the following may affect the patient's condition?
- a. Lifestyle
 - b. Familial diseases
 - c. Past injuries
 - d. Medications being taken by the patient

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 12

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

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 6

49. 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

TOP: CAAHEP Cognitive Competency Met: IV. 11

50. What term is used to describe the process of making written entries about a patient in the medical record?
- a. Charting

- b. Registration
- c. Scribbling
- d. Documentation

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

51. Black ink should be used when recording in the patient's chart to
- a. provide a permanent record.
 - b. ensure legible handwriting.
 - c. avoid spelling errors.
 - d. reduce charting errors.

ANS: A

52. All of the following must be done when charting *except*
- a. begin each new entry on a separate line.
 - b. include the patient's name at the beginning of each entry.
 - c. begin each phrase with a capital letter.
 - d. include the date and time with each entry.

ANS: B

53. A procedure should be charted immediately after being performed to
- a. avoid charting 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 charting the procedure.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 6

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

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 11

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

ANS: C

56. 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

TOP: CAAHEP Cognitive Competency Met: V. 6

57. 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

TOP: CAAHEP Cognitive Competency Met: IV. 11

58. 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

TOP: CAAHEP Cognitive Competency Met: IV. 6

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

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 6

60. Laboratory tests ordered on a patient at an outside laboratory should be charted to provide documentation in case 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: B

TOP: CAAHEP Cognitive Competency Met: V. 6

61. Why is it important to document any instructions provided to the patient?
- To ensure that the patient understands the instructions provided
 - To protect the physician legally if the patient is harmed by not following the instructions
 - To ensure that the patient follows the instructions
 - To provide a record for the insurance company

ANS: B

62. Flushed skin usually indicates the patient
- is experiencing pain.
 - has an elevated temperature.
 - has chills.
 - has a rash.

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

63. A yellow color of the skin that is first observed in the whites of the eyes is called
- cyanosis.

- b. hepatitis.
- c. pallor.
- d. jaundice.

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

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

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

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

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

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

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11