

Chapter 2: Collecting Health Care Data

Test Bank

MULTIPLE CHOICE

Basic Concepts

1. Data that have been processed into a useful frame of reference is called
 - a. Observation
 - b. Information
 - c. Schedule
 - d. Assessment

ANS: B

REF: 34

OBJ: Distinguish among data, information, and knowledge.

2. If a patient's insurance company has reimbursed the physician for the appropriate amount and there is still a balance due in the patient's account, the physician must apply next for payment to the:
 - a. Guarantor
 - b. State government
 - c. Medicaid
 - d. Patient's parents

ANS: A

REF: 39

OBJ: List and explain key data categories.

3. The individual or organization that is ultimately responsible for paying a hospital bill is called the:
 - a. Employer
 - b. Guarantor
 - c. Patient
 - d. Spouse

ANS: B

REF: 39

OBJ: List and explain key data categories.

Describing Data

4. Which of the following is an example of demographic data?
 - a. Address
 - b. Marital status
 - c. Race
 - d. Employer

ANS: A

REF: 38

OBJ: List and explain key data categories.

5. Another term for demographic data is:
 - a. Explanatory
 - b. Referral
 - c. Global
 - d. Indicative

ANS: D

REF: 38

OBJ: List and explain key data categories.

6. Which of the following is NOT an example of clinical data?
- Appendectomy 3 years ago
 - Smokes two packs of cigarettes daily
 - Blood pressure
 - Wears glasses to read

ANS: B

REF: 40

OBJ: List and explain key data categories.

7. Which of the following is NOT an example of the possible contents of a 2 character state field?
- F
 - FL
 - DC
 - NM

ANS: A

REF: 44-45

OBJ: Distinguish among characters, fields, records, and files

8. The study of health trends or patterns is called:
- Demographic data
 - Epidemiology
 - Health data
 - Health information

ANS: B

REF: 36

OBJ: Define health and explain its relation to health data.

9. All of the following are examples of demographic data EXCEPT:
- Birth date
 - Home telephone number
 - Occupation
 - Social Security number

ANS: C

REF: 38

OBJ: List and explain key data categories.

10. A patient presented in the emergency department with unusual lesions on the skin, a fever, and dehydration. Of the following types of data, which will be most helpful to the physician in developing a list of potential diagnoses?
- Demographic data
 - Indicative data
 - Socioeconomic data
 - Financial data

ANS: C

REF: 38-39

OBJ: List and explain key data categories.

Medical Decision Making

11. The result of a plan of treatment is called the:
- Assessment
 - Outcome

- c. Diagnosis
- d. Health record

ANS: B

REF: 42

OBJ: Define health and explain its relation to health data.

12. "Patient complains of dizziness and shortness of breath" is an example of which of the following components of medical decision making?
- a. Subjective
 - b. Objective
 - c. Assessment
 - d. Plan

ANS: A

REF: 41

OBJ: Define health and explain its relation to health data.

13. "Pupils equal, round, and reactive to light and accommodation" is an example of which of the following components of medical decision making?
- a. Subjective
 - b. Objective
 - c. Assessment
 - d. Plan

ANS: B

REF: 41

OBJ: Define health and explain its relation to health data.

14. "Rule out Congestive Heart Failure versus Cerebrovascular Accident" is an example of which of the following components of medical decision making?
- a. Subjective
 - b. Objective
 - c. Assessment
 - d. Plan

ANS: C

REF: 42

OBJ: Define health and explain its relation to health data.

15. "Chest x-ray to rule out CHF" is an example of which of the following components of medical decision making?
- a. Subjective
 - b. Objective
 - c. Assessment
 - d. Plan

ANS: D

REF: 42

OBJ: Define health and explain its relation to health data.

16. In which step of the medical decision-making process can the following statement be found?
"Patient's BP 120/75, rule out hypertension"
- a. Subjective
 - b. Objective
 - c. Assessment
 - d. Plan

ANS: C REF: 42
OBJ: Define health and explain its relation to health data.

Organization Elements in a Health Record

17. Your facility is using a paper-based record. The HIM department has decided to switch from an integrated record to a completely source-oriented record, postdischarge. You are responsible for training the staff members who assemble the records into the correct order. Which of the following must exist in order to implement this change?
- All documentation must be changed to reflect the new order.
 - Except for physician's orders, physicians and nurses cannot document on the same page.
 - Nothing has to change; the way the clinicians document information is irrelevant to the chart order.
 - Physicians and nurses must document on the same page.

ANS: B REF: 55
OBJ: Describe how data are organized in a health record.

18. Which of the following is NOT a benefit of a problem list?
- Reduces the amount of documentation in the record
 - Facilitates management of the patient's care
 - Improves communication among caregivers
 - Creates an index to the patient's record

ANS: A REF: 56
OBJ: Describe how data are organized in a health record.

19. Dr. Smith is a physician in general, or family, practice. He and his partner, Dr. Wong, are evaluating the way they organize their paper record documentation. They have a large number of patients, many of whom have multiple, chronic illnesses. The doctors would like to organize their records to make it easier to see what has been done with respect to each patient's illness. As their office manager, what do you recommend?
- Source-oriented record
 - Integrated record
 - Problem-oriented record
 - Use the organization method that works best for each patient.

ANS: C REF: 55-56
OBJ: Describe how data are organized in a health record.

20. In creating a data collection device, which of the following is the most important consideration?
- Purpose of the form
 - The size of the paper or the computer screen
 - The number of fields on the page
 - Joint Commission rules regarding forms creation

ANS: A REF: 48
OBJ: List and describe key data collection and quality issues.

21. In creating an electronic data collection screen, which of the following is the most important consideration?
- a. Purpose of the data collection
 - b. The size of the computer screen
 - c. The number of fields on the page
 - d. Joint Commission rules regarding forms creation

ANS: A

REF: 58

OBJ: List and describe key data collection and quality issues.

22. What consideration is more important when creating an electronic data collection screen than it is in a paper form?
- a. Size of the fields
 - b. Number of fields on a page
 - c. Definition or description of the fields
 - d. Sequence of data entry into the fields

ANS: D

REF: 59

OBJ: List and describe key data collection and quality issues.

23. All of the following are components of a problem list EXCEPT:
- a. Diagnoses
 - b. Date of initial diagnosis
 - c. Procedures
 - d. Discharge date

ANS: D

REF: 56

OBJ: Describe how data are organized in a health record.

24. A synonym for an integrated record is:
- a. Date-oriented
 - b. Sequential
 - c. Source-oriented
 - d. Both a and b

ANS: D

REF: 53

OBJ: Describe how data are organized in a health record.

25. The data contained in the MPI, used to identify each patient and to locate the patient's health record, is called:
- a. Data dictionary
 - b. Face sheet
 - c. Demographic data
 - d. Financial data

ANS: C

REF: 46

OBJ: List and explain key data categories.

26. The integrated record is organized by:
- a. Source
 - b. Date
 - c. Alphabetical order
 - d. Numerical order

ANS: B REF: 53
OBJ: Describe how data are organized in a health record.

27. All of the following are advantages to the use of Electronic Health Records EXCEPT which one?
- a. Manage information timely and efficiently.
 - b. Use of computerized physician order entry (CPOE).
 - c. Ability to capture electronic signatures.
 - d. Unauthorized users may access patient information at any time.

ANS: D REF: 59
OBJ: Describe how data are organized in a health record.

28. Authentication shows:
- a. The person responsible for the data on a form
 - b. The name of the facility and its logo
 - c. The patient's name or barcode
 - d. The title and number of the form

ANS: A REF: 50-51
OBJ: List and describe key data collection and quality issues.

29. Maintaining a problem list is a requirement for accreditation by which agency?
- a. CMS
 - b. AHIMA
 - c. TJC
 - d. UHDDS

ANS: C REF: 56
OBJ: Describe how data are organized in a health record.

30. A record that is organized by the patient's health problems is called a(n) _____ record.
- a. Problem-oriented
 - b. Source-oriented
 - c. Integrated
 - d. Electronic health

ANS: A REF: 55
OBJ: Describe how data are organized in a health record.

31. An electronic health care system that allows physicians to enter their orders through a computer is called:
- a. Barcode Medication Administration
 - b. Electronic Health Record
 - c. ADT
 - d. CPOE

ANS: D REF: 59
OBJ: Describe how data are organized in a health record.

Data Quality

32. The nurse took the patient's temperature and found it to be 97.6° F. She wrote "96.7" in the chart. This entry fails the data quality criterion of:
- Timeliness
 - Accuracy
 - Validity
 - Completeness

ANS: B

REF: 60

OBJ: List and describe key data collection and quality issues.

33. The nurse took the patient's temperature and found it to be 97.6° F. She entered "976" in the computer. The computer program displayed an error message. What was the computer program checking?
- Timeliness
 - Accuracy
 - Validity
 - Completeness

ANS: C

REF: 60

OBJ: List and describe key data collection and quality issues.

Key Data Categories

34. SOAP notes are examples of ____ data.
- Demographic
 - Socioeconomic
 - Financial
 - Clinical

ANS: D

REF: 40-41

OBJ: Define health and explain its relation to health data.

35. According to your text, race is an example of ____ data.
- Demographic
 - Socioeconomic
 - Financial
 - Clinical

ANS: B

REF: 38

OBJ: List and explain key data categories.

36. Which of the following would be considered socioeconomic data?
- Gender
 - Marital status
 - Income bracket
 - Diagnosis

ANS: B

REF: 39

OBJ: List and explain key data categories.

37. Which of the following data would not be considered relevant to the patient's health data?
- Marital status
 - Health status of parents
 - Eye color

d. Blood type

ANS: C

REF: 38-39

OBJ: List and explain key data categories.

38. Vital statistics could be which of the following?

- a. Date of birth
- b. Date of mother's birth
- c. Date of father's death
- d. Date of first menses

ANS: A

REF: 36

OBJ: List and describe key data collection and quality issues.

Data Sets

39. All of the following are considered data sets EXCEPT:

- a. UHDDS
- b. OASIS
- c. CMS
- d. MDS

ANS: C

REF: 63

OBJ: Define the data sets used in health care and identify their applications and purposes.

40. Which of the following data sets is used by acute care facilities?

- a. MDS
- b. OASIS
- c. ICD-10-CM
- d. UHDDS

ANS: D

REF: 63

OBJ: Define the data sets used in health care and identify their applications and purposes.

COMPLETION

Basic Concepts

1. Public health data collected through birth certificates, death certificates, and other data gathering tools are called _____ statistics.

ANS: vital

REF: 63

OBJ: List and describe key data collection and quality issues.

2. After all other payment sources are exhausted, the _____ is responsible for the remaining balance of payments.

ANS: guarantor

REF: 39

OBJ: Define health and explain its relation to health data.

Describing Data

3. A single letter, number, or symbol is a _____.

ANS: character

REF: 44 OBJ: Distinguish among characters, fields, records, and files

4. The smallest element or unit of knowledge is _____.

ANS: data

REF: 33 OBJ: Distinguish among data, information, and knowledge.

5. Data collected for the purpose of patient identification is _____ data.

ANS: demographic

REF: 38 OBJ: List and explain key data categories.

6. The study of disease trends and occurrences is _____.

ANS: epidemiology

REF: 36 OBJ: Define health and explain its relation to health data.

7. A collection or series of related characters is a _____.

ANS: field

REF: 44 OBJ: Distinguish among characters, fields, records, and files

Key Data Categories

8. Data collected pertaining to the investigation of the patient's current health situation is called _____ data.

ANS: clinical

REF: 40 OBJ: List and explain key data categories.

9. In a database, a list of details about each field is a data _____.

ANS: dictionary

REF: 45 OBJ: Distinguish among characters, fields, records, and files

10. Data collected about the party who will pay for the patient's health care is _____ data.

ANS: financial

REF: 39 OBJ: List and explain key data categories.

11. Data that pertain to the patient's personal life and personal habits, such as marital status and religion, is called _____ data.

ANS: socioeconomic

REF: 38 OBJ: List and explain key data categories.

Data Quality

12. The quality of data being correct is called _____.

ANS: accuracy

REF: 60 OBJ: List and describe key data collection and quality issues.

13. The quality that data reflect the known or acceptable range of values for the specific data is called data _____.

ANS: validity

REF: 60 OBJ: List and describe key data collection and quality issues.

Medical Decision Making

14. The following statement will be found in the _____ step of medical decision making.
"Patient states dizziness and shortness of breath."

ANS: Subjective

REF: 41 OBJ: Define health and explain its relation to health data.

Organization Elements in a Health Record

15. A listing of all fields and their definitions is called a _____.

ANS: data dictionary

REF: 45 OBJ: Distinguish among characters, fields, records, and files

ESSAY

Describing Data

<u>Name</u>	<u>Definition</u>	<u>Size</u>	<u>Type</u>	<u>Example</u>
FNAME	Patient's First Name	15 Characters	Alphabetical	Jane
LNAME	Patient's Last Name	15 Characters	Alphabetical	Jones
HTEL	Patient's Home	12 Characters	Alphanumeric	973-555-3331

	Telephone Number		1	
TEMP	Patient's Temperature	5 Characters	Numerical	98.6

1. Use the sample data descriptions above to answer the following question.
Using 12 alphanumeric characters is one way to capture the patient's home telephone number. List at least one other way to capture that data.

ANS:

3 fields of alphanumeric characters; 10 numerical characters.

REF: 45

OBJ: Distinguish among characters, fields, records, and files

2. Use the sample data descriptions above to answer the following question.
List and describe two additional fields that would be needed to capture a patient's entire name.

ANS:

- TITLE, patient's preferred title, 4 alphanumeric characters, examples: Mr., Mrs., Miss, Ms., Dr.
- MINIT, patient's middle initial, 1 alphabetical or alphanumeric character, example: A
- SUFFIX, patient's designation, 3 alphanumeric characters, examples: III, Jr., MD, OSA

REF: 45-46

OBJ: Distinguish among characters, fields, records, and files

3. How does the quantity of health data affect our understanding of what it contains?

ANS:

Voluminous data are virtually impossible to understand unless they are put in some context, summarized, or otherwise organized. Before data become meaningful, that is, before they become information, they must be sorted, categorized, labeled, and analyzed.

REF: 33-34

OBJ: Distinguish among data, information, and knowledge.

4. Give two examples of how data become information.

ANS:

Answers will vary. Two possible examples follow. A list of everyone in the state who died last year is a large collection of data. A table showing deaths by county, deaths by major disease, or top 10 causes of death is information. A patient's temperature taken every hour for 3 days is a set of data. If we know the patient and the times and dates, this is information. However, display of the data on a graph is more informative.

REF: 34-37

OBJ: Distinguish among data, information, and knowledge.

5. List and describe the four general categories of health data and list two examples of each type of data.

ANS:

Demographic or indicative data help to identify the patient and distinguish this patient from any others. Included in demographic data are name, address, and date of birth. Socioeconomic data involve the patient's personal habits and lifestyle. Socioeconomic data include marital status, smoking history, and living arrangements. Financial data describe the patient's source of income and the source of payment for the health care visit. Financial data include any insurance, guarantor, and primary source of income. Clinical data are health care-specific data about the patient's health history or current condition, including diagnoses, procedures, symptoms, and family health history.

REF: 38-40 OBJ: List and explain key data categories.

6. Define characters, fields, records, and files. Give two examples of each.

ANS:

Characters are the smallest units of data. A letter or number is a character. “\$” is also a character. A field is a collection of related characters or groups of characters. A person's first name can be gathered in an individual field, as can a street address. Records are groups of related fields. An admission record contains fields for name, address, city, state, zip, telephone, and a variety of other demographic, socioeconomic, and financial data. Files are collections of related records.

REF: 44-45 OBJ: Distinguish among characters, fields, records, and files

7. What is the difference between data and information?

ANS:

Data constitute a component of information. To illustrate, data include a patient's reason for admission. Information is when all of the data are collected and analyzed to determine trends in the data.

REF: 33-34 OBJ: Distinguish among data, information, and knowledge.

Key Data Categories

8. Name three elements that may be collected as socioeconomic data and explain why this type of data is important.

ANS:

Socioeconomic data may include a patient's marital status, profession, employer, religious affiliation, sexual orientation, personal habits, race, and ethnicity. Much of this information can be important for the health care provider in diagnosing an illness, and for directing the plan of care.

REF: 38 OBJ: List and explain key data categories.

9. How can a large quantity of health data be communicated in a meaningful way (as information)?

ANS:

Charts and graphs are useful tools for turning large quantities of data into useful information. Tables, pictures, and flowcharts are also helpful.

REF: 35

OBJ: Distinguish among data, information, and knowledge.

10. What vital information fields would a medication administration form contain? Name at least five fields.

ANS:

- Patient's name, date of birth, weight, height
- Name of medication, dosage, date and time of administration
- Health care professional who administered the medication
- Any adverse reactions
- Method of administration
- Frequency of administration
- Physician who ordered the medication

REF: 48

OBJ: Distinguish among characters, fields, records, and files

Basic Concepts

11. In your own words, describe what conditions must exist in order for a person to be "healthy."

ANS:

Answers will vary but should focus on the absence of disease and disease-causing stressors such as poverty, smoking, and excessive stress.

REF: 33

OBJ: Define health and explain its relation to health data.

12. What is the difference between mortality and morbidity?

ANS:

Mortality is the frequency of death, whereas morbidity is a possible fatal disease that can complicate a condition for which a patient is seeking health care services.

REF: 36

OBJ: Define health and explain its relation to health data.

Data Quality

13. Why is it important to have a standard to collect data when organizing and analyzing data?

ANS:

It is important to ensure data relevancy when organizing data. In other words, all of the data need to be related in order to provide accurate information. For example, if out of 100 data samples for gender, four data samples state the race, the information is not valid or accurate.

REF: 63

OBJ: List and describe key data collection and quality issues.

14. List and describe at least three different characteristics of data quality.

ANS:

- Completeness—data for required fields are collected for each patient
- Accuracy—recorded data are accurate

- Validity—the collected data are valid for the analyzed information
- Timeliness—data are recorded while the patient is receiving medical care, or right after
- Authentication—ensure that the recording of data was done by a qualified professional

REF: 60-61 OBJ: List and describe key data collection and quality issues.

15. How can the accuracy, validity, and completeness of data be improved as it is being collected?

ANS:

Preventive controls must be established. Accuracy can be improved by including precise instructions. Validity can be improved by restricting data entry space to the allowable characters, using menus, showing the valid range of data, or programming the computer to reject invalid values. Completeness can be improved by ensuring that all required fields are clearly labeled or by programming the computer to reject the processing of incomplete documents.

REF: 60-61 OBJ: List and describe key data collection and quality issues.

16. How can data collection devices affect the quality of data? Give examples.

ANS:

Data collection devices can affect the quality of data through preventive controls. Accuracy can be improved by including precise instructions. Validity can be improved by restricting data entry space to the allowable characters, using menus, showing the valid range of data, or programming the computer to reject invalid values. Completeness can be improved by ensuring that all required fields are clearly labeled or by programming the computer to reject the processing of incomplete documents.

REF: 60-61 OBJ: List and describe key data collection and quality issues.

Organization Elements in a Health Record

17. Medical forms design is an essential task for HIM professionals. What factors need to be considered? Name at least two.

ANS:

1. Documentation standards as determined by the accreditation agency assigned to the professional's specialty.
2. User needs as defined by the professionals needing to use the form. For example, it would not be wise to create a space for patient insurance information for an inpatient EKG form.
3. Each form should have a way to clearly identify the patient's name, date of birth, and medical record number.

REF: 48-52 OBJ: List and describe key data collection and quality issues.

18. Explain the difference between a data set and a database. Give an example of each.

ANS:

A data set is a predetermined group of data elements that is required (collected). A database is a collection of the data elements described in the data set for a population. Examples will vary. Data set: UHDDS, UACDS, MDS. Database: HIM system, MPI.

REF: 44|61

OBJ: Define the data sets used in health care and identify their applications and purposes.

19. Explain how a health information technician ensures the quality of the health information database.

ANS:

A health information technician reviews the record to verify that the data elements are accurate. This review may be done periodically (monthly or quarterly) on a sample of each employee's (responsible for abstracting) work.

REF: 59-61

OBJ: List and describe key data collection and quality issues.