

## Chapter 2: Health Information Professionals

1. What organization sought to improve surgical results by requiring that hospitals keep records in addition to other minimum standards?
  - a. American Hospital Association
  - b. American Medical Association
  - c. American College of Surgeons
  - d. American Health Information Management Association
  - e. Association of Record Librarians
  
2. In the early days of HIM, hospitals began hiring medical record clerks to ensure that medical records were complete and stored appropriately due to which of the following programs?
  - a. Facility Standardization
  - b. Health Record Standardization
  - c. Surgical Standardization
  - d. Data Standardization
  - e. Hospital Standardization
  
3. The American Health Information Management Association was previously known as the:
  - a. American Association of Record Librarians.
  - b. American Medical Record Association.
  - c. Association of Record Librarians of North America.
  - d. None of the above
  - e. All of the above
  
4. The process of standardizing forms by using certain forms for specific purposes is called:
  - a. forms control.
  - b. documentation control.
  - c. standardized record control.
  - d. hospital paperwork control.
  - e. standardization of documentation control.
  
5. Which of the following is the responsibility of the hospital health information management department?
  - a. Assuring the accuracy of the medical record
  - b. Coding of the medical record
  - c. Abstracting information from the medical record
  - d. Compiling forms for the medical record
  - e. All of the above
  
6. The Health Insurance Portability and Accountability Act (HIPAA):
  - a. establishes specific standards for data codes and data sets.
  - b. requires security policies for patient information stored electronically.

- c. mandates protection for the privacy of patient records.
- d. None of the above
- e. All of the above

7. In 1991, the American Medical Record Association became the:

- a. American Health Information Management Association.
- b. Health Information and Management Systems Society.
- c. American Medical Informatics Association.
- d. National Association for Healthcare Quality.
- e. Association for Healthcare Documentation Integrity.

8. Most facilities have an electronic medical record.

- a. True
- b. False

9. Which of the following positions is responsible for both the health information management department *and* the information technology department?

- a. Hospital administrator
- b. Chief information officer
- c. Health information manager
- d. Risk manager
- e. Chief of staff

10. Information technology technicians maintain and enter health information into computers.

- a. True
- b. False

11. Hiring a company outside of the healthcare facility to provide a specific service is often referred to as:

- a. outsourcing.
- b. enhancing.
- c. collaborating.
- d. partnering.
- e. affiliating.

12. Healthy Heart Hospital needs to hire a professional to validate data and perform clinical research reports. Which of the following should they hire?

- a. Health Information Manager
- b. Registered Health Information Administrator
- c. Registered Health Information Technician
- d. Clinical Data Specialist
- e. Clinical Coding Specialist

13. Specialists who review patient charts and assign diagnosis codes in addition to codes for the procedures and services received are called:

- a. health information managers.
- b. registered health information technicians.
- c. clinical data specialists.
- d. clinical coding specialists.
- e. health information administrators.

14. Changes, updates, and/or revisions are made to codes:

- a. annually.
- b. every other year.
- c. every 5 years.
- d. every 10 years.
- e. as needed.

15. The responsibility of the DRG Coordinator is to:

- a. optimize reimbursement through correct billing and documentation.
- b. review patient records for incomplete data.
- c. perform clinical research reports.
- d. protect medical record data.
- e. enforce confidentiality.

16. Reports such as discharge summaries, history and physicals, and operative reports are created by listening to a dictated report by which of the following positions?

- a. Optical imaging coordinator
- b. Clinical analyst
- c. Medical transcriptionist
- d. Clinical vocabulary manager
- e. HIM compliance specialist

17. This position ensures that healthcare data used for coding and reimbursement, records, and documentation is accurate and consistent.

- a. Data resource administrator
- b. Data quality manager
- c. Clinical applications coordinator
- d. APC coordinator
- e. Clinical analyst

18. HIPAA requires that healthcare facilities have a security officer position.

- a. True
- B. False

19. The American Health Information Management Association offers which of the following credentials by a certification exam?

- a. Certified Coding Specialist
- b. Registered Health Information Technician
- c. Registered Health Information Administrator

- d. None of the above
- e. All of the above

20. An organization composed of healthcare experts and information professionals who create standards for exchange, management, and integration of electronic health information is called:

- a. Healthcare Level Seven.
- b. Hospital Level Seven.
- c. Health Provides Seven.
- d. Health Level Services.
- e. Health Level Seven.

21. A not-for-profit organization that ensures cancer registry professionals have the required knowledge by providing education and credentialing.

- a. National Cancer Registrars Association
- b. Association for Healthcare Documentation Integrity
- c. American Medical Informatics Association
- d. Healthcare Information and Management Systems Society
- e. American National Standards Institute

22. The Association for Healthcare Documentation Integrity was formally known as the:

- a. American Association for Medical Transcription.
- b. American Medical Record Association.
- c. American College of Surgeons.
- d. American Medical Informatics Association.
- e. Association of Healthcare Documentation.

23. Most professional organizations offer memberships to students at a reduced price.

- a. True
- b. False

24. The top supervisory position in an ambulatory care facility is usually a:

- a. medical assistant.
- b. patient information coordinator.
- c. medical office manager.
- d. data quality manager.
- e. health information director.

25. A(n) \_\_\_\_\_ analyzes the workflow of the electronic medical record and works to make it as efficient as possible

- a. clinical vocabulary manager
- b. clinical analyst
- c. clinical project manager
- d. clinical applications coordinator

e. information services director

26. Standardized codes or terms are also often referred to as:

- a. clinical terminologies.
- b. nomenclatures.
- c. vocabularies.
- d. All of the above
- e. None of the above

27. An integration architect is responsible for:

- a. developing and managing the HL7 interfaces.
- b. ensuring data is available throughout the organization.
- c. testing software designs.
- d. supervising network security.
- e. maintaining complete electronic medical records.

28. Which of the following is NOT a responsibility of the data quality manager?

- a. Audit the quality of data
- b. Ensure documentation is consistent
- c. Optimize reimbursement
- d. Review the data entry process
- e. Ensure documentation is accurate

29. The responsibility of the IT (information technology) manager includes:

- a. strategic planning.
- b. development of new information systems.
- c. supervising the computer network.
- d. database administration.
- e. All of the above

30. Clinical analysts and clinical applications coordinators have the same responsibilities.

- a. True
- b. False

31. Which of the following positions is responsible for ensuring that an organization's data is secure?

- a. Clinical vocabulary manager
- b. Solution consultant
- c. Health systems specialist
- d. Data resource administrator
- e. Clinical data specialist

32. An enterprise application specialist is responsible for:

- a. verifying coded data.
- b. training employees on privacy.

- c. managing the quality improvement program.
- d. monitoring clinical practices.
- e. ensuring that data stored in different systems is available throughout the organization.

33. A coding specialist is also sometimes called a(n):

- a. claims examiner.
- b. insurance specialist.
- c. payment specialist.
- d. billing department specialist.
- e. financial specialist.

34. Students interested in a career in biomedical and health informatics would benefit from a student membership in which of the following organizations?

- a. American National Standards Institute (ANSI)
- b. American Medical Informatics Association (AMIA)
- c. Association for Healthcare Documentation Integrity (AHDI)
- d. American Medical Association (AMA)
- e. American Academy of Professional Coders (AAPC)

35. Medical assistants perform:

- a. both administrative and clinical tasks.
- b. only administrative tasks.
- c. only clinical tasks.
- d. neither administrative nor clinical tasks.
- e. None of the above

36. A \_\_\_\_\_ management specialist helps increase patient safety by analyzing risk, educating patients, and educating employees.

- a. coding
- b. safety
- c. risk
- d. data
- e. research

37. Healthy Heart Hospital has a position open in which the primary responsibility is to develop policies and procedures to ensure compliance with contractual obligations, regulations, and ethics. They are looking to hire a:

- a. compliance officer.
- b. project manager.
- c. risk management specialist.
- d. privacy officer.
- e. solution analyst.

38. All of the following are responsibilities of the health information manager EXCEPT:

- a. enforcing confidentiality.
- b. managing health information management systems.
- c. implementing policies and procedures.
- d. assigning standard codes for patient diagnoses.
- e. coordinating preparation for audits.

39. Medicare uses which of the following to determine reimbursement for outpatient claims?

- a. Procedure modifiers
- b. International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM)
- c. Healthcare Common Procedure Coding System (HCPCS)
- d. Diagnosis Related Groups (DRG)
- e. Ambulatory Payment Classification (APC)

40. Health information technicians are responsible for keeping computer systems operating.

- a. True
- b. False

41. The \_\_\_\_\_ called for the creation of an electronic patient record in 1991.

- a. American Health Information Management Association
- b. Institute of Medicine
- c. American Medical Association
- d. American Hospital Association
- e. Healthcare Information and Management Systems Society

42. This professional organization strives to improve the performance of medical group practice professionals.

- a. American Health Information Management Association
- b. Healthcare Information and Management Systems Society
- c. National Association for Healthcare Quality
- d. Medical Group Management Association
- e. American Medical Informatics Association

43. The American Health Information Management Association has a code of ethics that is followed by:

- a. all AHIMA members.
- b. credentialed nonmembers.
- c. most health information management departments.
- d. All of the above
- e. None of the above

44. The acronym EDI stands for:

- a. electronic data interchange.
- b. electronic data information.

- c. educating data instructors.
- d. electronic data instructors.
- e. electronic digital interchange.

45. A good understanding of workflow can be beneficial for all professionals working with health information and information technology.

- a. True
- b. False

46. The position of *privacy officer* is required by:

- a. AHIMA.
- b. AMA.
- c. AHA.
- d. HIPAA.
- e. AMIA.

47. What professional organization oversees the use of thousands of standards and guidelines?

- a. American Health Information Management Association
- b. American College of Medical Practice Executives
- c. Medical Group Management Association
- d. American Medical Informatics Association
- e. American National Standards Institute

48. Both the health information management and information technology departments of healthcare facilities should maintain separate roles and responsibilities.

- a. True
- b. False

49. \_\_\_\_\_ allied health positions do NOT involve direct patient care but do manage and protect patient medical information.

- a. Nonclinical
- b. Clinical
- c. Supportive
- d. Clerical
- e. None of the above

50. Taking a course in \_\_\_\_\_ would be beneficial for anyone considering a career in health information or information technology

- a. anthropology
- b. medical terminology
- c. microbiology
- d. psychology
- e. a foreign language