

Practice Exam 2

Student: _____

1. Voucher checks are commonly used for

- A. Payroll
- B. Payment collection
- C. Internal billing
- D. Cycle billing

2. From which of the following is agar extracted?

- A. Algae
- B. Bacteria
- C. Fungi
- D. Protozoa
- E. None of these

3. When addressing an envelope, the word “confidential” should be placed

- A. Two lines below the address
- B. Two lines below the return address
- C. One line below the address
- D. One line above the city and state

4. The ledger provides up-to-date financial information pertaining to which of the following?

- A. Pharmaceutical representatives
- B. Insurance companies
- C. Physician
- D. Patients
- E. Employees

5. Which of the following abbreviations is used in a prescription to indicate that a medication should be taken orally before meals?

- A. PO ac
- B. PO hs
- C. PO qd
- D. PO pc
- E. PO qs

6. A hereditary disease that causes copper accumulation in various organs is called

- A. Gout
- B. Lyme disease
- C. Wilson's disease
- D. Crohn's disease
- E. Alzheimer's disease

7. Which of the following is the most appropriate medical record classification for a deceased patient?

- A. Inactive
- B. Closed
- C. Active
- D. Transferred
- E. Released

8. A microbe that lives only in the absence of oxygen is called a(n)

- A. Cilia
- B. Flagella
- C. Virus
- D. Obligate anaerobe
- E. Obligate aerobe

9. Medicare Part C involves which of the following?

- A. Prescription drugs
- B. Private health plans
- C. Hospitalization
- D. Indigent people
- E. Outpatients

10. Which of the following is the most appropriate initial action for the medical assistant when a patient is referred to the medical office?

- A. Schedule an appointment for the patient in one week
- B. Determine the urgency of the patient's appointment
- C. Discuss the case with the referring physician
- D. Ask the patient for more information about his or her insurance coverage

11. Which of the following is a safety hazard in a medical office?

- A. Dosimeter
- B. Lead apron
- C. Aneroid sphygmomanometer
- D. Mercury thermometer
- E. Disposable pipette

12. Antiemetics are indicated for which of the following conditions?

- A. Diarrhea
- B. Seizures
- C. Vomiting
- D. Congestion
- E. Itching

13. The placement of the subject line in a letter should be in the

- A. Special notations
- B. Closing
- C. Heading
- D. Opening
- E. Body

14. Which of the following is used to indicate that a patient's medical record is stored in two locations?

- A. Cross-reference guide
- B. Color coding
- C. Tickler file
- D. Out guide
- E. Subject file

15. Which of the following is the most appropriate method to remove sterile forceps from a sterile package?

- A. By tip, handles up
- B. By hinged joint
- C. By handles, tip up
- D. By handles, tip down
- E. By tip, handles down

16. The process in which molecules, ions, or particles move from an area of higher concentration to an area of lower concentration is known as

- A. Diffusion
- B. Filtration
- C. Osmosis
- D. Pinocytosis
- E. Phagocytosis

17. Which of the following is the correct spelling for the term that means "characterized by an exaggerated reaction to an antigen or toxin"?

- A. Anafilactic
- B. Anaphilactic
- C. Annaphylactic
- D. Anaphylactic
- E. Anaphylatic

18. The Occupational Safety and Health Administration (OSHA) requires that healthcare workers be tested annually for which of the following communicable disease?

- A. Epidemic parotitis
- B. Hepatitis B
- C. Tuberculosis
- D. Rubella
- E. AIDS

19. Which of the following is an instrument that measures and records the volume of air that moves in and out of the lungs?

- A. Spirometer
- B. Electrocardiogram
- C. Tonometer
- D. Sphygmomanometer
- E. Spirogram

20. Which of the following actions by the medical assistant is most likely to protect the physician if a caller to the office were to take legal action?

- A. Answering all calls promptly
- B. Using technical terms on the phone
- C. Avoiding lengthy phone conversations
- D. Proper documentation of calls

21. Which of the following is a hereditary disorder of clotting factors?

- A. Poikilocytosis
- B. Pernicious anemia
- C. Polycythemia
- D. Hemophilia

22. In an electrocardiogram, what does the QRS complex represent?

- A. Depolarization of the atria
- B. Repolarization of the atria
- C. Repolarization of the ventricles
- D. Refractory period of atria and ventricles
- E. Depolarization of the ventricles

23. The gallbladder is normally located in which of the following abdominal quadrants?

- A. Left lower
- B. Right lower
- C. Right upper
- D. Left upper

24. Which of the following is caused by an enzyme deficiency, causes abnormal lipid metabolism in the brain, and affects people of the Ashkenazi Jewish population?

- A. Tay-Sachs disease
- B. Turner's syndrome
- C. Klinefelter's syndrome
- D. Myelomeningocele
- E. Hirschsprung's disease

25. Nonabsorbable suture material is used for which of the following types of tissue?

- A. Nerve
- B. Muscle
- C. Fascia
- D. Skin
- E. Intestine

26. Which of the following is a doctrine that holds physician employers responsible for the actions of their employees?

- A. *Res ipsa loquitur*
- B. *Respondeat superior*
- C. *Manifestation of assent*
- D. *Locum tenens*
- E. *Misfeasance*

27. Which psychologist believed that as people age, they also go through psychosocial changes?

- A. Kübler-Ross
- B. Maslow
- C. Erickson
- D. Jung
- E. Freud

28. Which of the following types of filing systems requires a cross-reference file?

- A. Geographic
- B. Alphabetic
- C. Subject
- D. Numeric

29. Practice expenses for the month of June are \$8,500. Revenue for the same month is \$16,180. The practice has total assets of \$283,000 and liabilities of \$55,000. What is the net income for the practice for the month of June?

- A. \$7,680
- B. \$24,680
- C. \$38,000
- D. \$228,000

30. The plan that covers spouses of veterans with permanent disabilities is called

- A. TRICARE
- B. CHAMPUS
- C. Blue Cross and Blue Shield
- D. Kaiser Foundation Health Plan
- E. CHAMPVA

31. The central processing unit (CPU) is a type of

- A. Motherboard
- B. Microprocessor
- C. RAM
- D. ROM
- E. Optical disk

32. Which of the following is an example of a medical aseptic technique?

- A. Use of a disinfectant
- B. Surgical scrubbing
- C. Autoclaving with steam
- D. Gas sterilization
- E. Removing all microorganisms from instruments

33. A patient scheduled for which of the following services is most likely to need the longest appointment time?

- A. Postoperative visit
- B. Complete physical examination
- C. Prenatal checkup
- D. Annual pelvic examination
- E. Initial allergy injection

34. The code for intravenous administration of chemotherapy is found in which of the following sections of the Current Procedural Terminology (CPT) manual?

- A. Surgery
- B. Medicine
- C. Pathology and Laboratory
- D. Evaluation and Management
- E. Anesthesia

35. Which of the following information provided on a patient registration form is demographic information?

- A. Name and address of referring physician
- B. Effective date of insurance policy
- C. Postsurgical history
- D. Reason for office visit
- E. Patient's place of employment

36. Disorders that involve an apparent, abrupt, and repeated shifting from one "personality" to another are referred to as

- A. Obsessive-compulsive
- B. Dissociative
- C. Panic anxiety
- D. Personality
- E. Anxiety

37. Which of the following is a breathing pattern marked by a period of apnea lasting 10 to 60 seconds, followed by gradually increasing depth and frequency of respiration?

- A. Eupnea
- B. Dyspnea
- C. Hypoxia
- D. Cheyne-Stokes
- E. Asphyxia

38. The physician uses six packs of 5-0 sutures daily during a 5-day workweek. One box of sutures contains 32 packs. How many boxes of sutures are ordered each month?

- A. Two
- B. Three
- C. Four
- D. Five
- E. Six

39. If a fracture is at the distal end of the tibia and fibula, it is called

- A. Wilson's fracture
- B. Greenstick fracture
- C. Pott's fracture
- D. Comminuted fracture
- E. Simple fracture

40. Which of the following combining forms is matched correctly with its meaning?

- A. Hypo- / above
- B. Latero- / below
- C. Antero- / back
- D. Peri- / around

41. On a urinalysis reagent strip, infection is indicated by the presence of which of the following?

- A. Urobilinogen
- B. Leukocytes
- C. Bilirubin
- D. Ketones
- E. Protein

42. Dry scaling and fissuring of the lips is called

- A. Xerosis
- B. Xanthoma
- C. Keratosis
- D. Erythrodermatitis
- E. Cheilosis

43. Which of the following is both bactericidal and bacteriostatic antibiotic?

- A. Mafenide
- B. Clarithromycin
- C. Amikacin
- D. Ciprofloxacin
- E. Vancomycin

44. The artificial breaking of adhesions of an ankylosed joint is known as

- A. arthroclasia
- B. arthrodesis
- C. rachischisis
- D. spondylitis

45. Which of the following may result from sunburn over time?

- A. Sebaceous nevus
- B. Epidermal nevus
- C. Kaposi's sarcoma
- D. Malignant melanoma

46. Which of the following should replace a patient's medical record when the record is removed from the filing system?

- A. Post-it note
- B. Index card
- C. Out guide
- D. Cross-reference card
- E. Divider guide

47. Which of the following is *not* a computer input device?

- A. Trackball
- B. Printer
- C. Mouse
- D. Keyboard
- E. Scanner

48. Which of the following is an advantage of metered mail?

- A. Traceable
- B. Insured
- C. Faster processing
- D. Less expensive
- E. Guaranteed delivery

49. When injecting a medication, which of the following parts of the needle allows the medication to flow from the syringe to the needle?

- A. Shaft
- B. Lumen
- C. Bevel
- D. Hilt
- E. Hub

50. A pediatrician is unexpectedly delayed, and there are patients in the waiting room. Which of the following is the most appropriate action for the medical assistant to take?

- A. Tell the patients to leave and come back when the physician is available
- B. Ignore the delay and explain it to individual patients if they ask
- C. Explain the delay to the patients and estimate how long the physician will be unavailable
- D. Ask the patients to wait until the physician is available to avoid rescheduling their appointments

51. Which of the following is a chest pain symptom that results from a temporary loss of oxygen to the heart muscle?

- A. Intermittent claudication
- B. Angina pectoris
- C. Atrial fibrillation
- D. Carotid artery bruit
- E. Mitral valve regurgitation

52. What is the term for a court order that requires a witness to appear in court with a patient's medical record?

- A. *Qui facit per alium*
- B. *Subpoena duces tecum*
- C. *Res ipsa loquitur*
- D. *Respondeat superior*
- E. *Res gestae*

53. The physician orders promethazine (Phenergan) 25 mg intramuscularly for a patient with nausea. The bottle of promethazine is labeled "50 mg per ml." How much of the drug should be administered to the patient?

- A. 0.5 mL
- B. 1 mL
- C. 1.5 mL
- D. 2 mL
- E. 2.5 mL

54. When scheduling appointments, which of the following should be considered?

- A. Demographics
- B. Cancellations
- C. Analyzing patient flow
- D. Inactive files
- E. Tracking

55. Which of the following terms best describes the awareness and insight one person has for another's feelings and emotions?

- A. Sympathy
- B. Sensitivity
- C. Apathy
- D. Objectivity
- E. Empathy

56. When a false statement is made under oath, it is referred to legally as

- A. Verdict
- B. Perjury
- C. Libel
- D. Slander
- E. Fraud

57. Which of the following medical terms is spelled correctly?

- A. Ostoarthritis
- B. Proteinuria
- C. Mylogram
- D. Cholocystitis
- E. Hystersalpingography

58. Retinol and carotene are referred to as which of the following vitamins?

- A. Vitamin K
- B. Vitamin D
- C. Vitamin A
- D. Vitamin E
- E. Vitamin B

59. Which of the following types of casts are most commonly seen during microscopic examinations of urine?

- A. Waxy
- B. Granular
- C. Hyaline
- D. Cellular
- E. Mixed

60. Drugs classified as which of the following have no prescriptive use?

- A. Schedule I
- B. Schedule II
- C. Schedule III
- D. Schedule IV
- E. Schedule V

61. Which of the following terms describes the strength of a drug required to produce the desired effect?

- A. Tolerance
- B. Cumulation
- C. Additive action
- D. Antagonism
- E. Potency

62. "Have you had this problem before?" is an example of which of the following types of questions?

- A. Closed-ended
- B. Leading
- C. Hypothetical
- D. Exploratory

63. A deceitful practice undertaken to induce someone to part with something of value is known as

- A. invasion of privacy
- B. libel
- C. fraud
- D. defamation
- E. abuse

64. Office policy regarding the length of time for retaining patient files should be based on the

- A. Statute of limitations
- B. Number of inactive files
- C. Number of active files
- D. Availability of storage space
- E. Frequency of the purging schedule

65. Which of the following positions is most appropriate for a patient with hypotension?

- A. Trendelenburg's
- B. Dorsal recumbent
- C. Fowler's
- D. Jackknife
- E. Supine

66. What should you offer to do immediately after a patient calls to cancel an appointment?

- A. Notify the patient that next time there will be a penalty for rescheduling
- B. Refer the patient to another physician
- C. Offer to reschedule the appointment
- D. Create a new matrix
- E. Block the patient from further appointments

67. Amounts of salary held out of payroll checks for the purpose of paying government taxes or for employees refers to

- A. Withholding
- B. Net earnings
- C. Employee earnings
- D. Payroll
- E. Employee identification

68. Which of the following is a "write it once" bookkeeping system?

- A. Double-entry
- B. Single-entry
- C. Pegboard
- D. Journal

69. The abbreviation that means "left eye" is

- A. OP
- B. OC
- C. OU
- D. OS
- E. OD

70. Cyanocobalamin is another name of which of the following vitamins?

- A. Vitamin B1
- B. Vitamin B2
- C. Vitamin B9
- D. Vitamin B12
- E. Biotin

71. Retinol (vitamin A) deficiency can cause all of the following, except

- A. Amenorrhea
- B. Infection
- C. Night blindness
- D. Xerophthalmia
- E. Dry mucous membranes

72. When using standard-sized letterhead to prepare a full-page business letter, the left and right margins should each be how many inches wide?

- A. 0.5
- B. 1
- C. 1.5
- D. 2
- E. 2.5

73. Encouraging patients to think through and answer their own questions and concerns is a technique called

- A. Restating
- B. Reassuring
- C. Reflecting
- D. Rapport
- E. Focusing

74. The best description of the term "erythropoietin" is

- A. A hormone that stimulates red blood cell formation
- B. A disorder that causes an abnormal decrease of red blood cells
- C. A disorder that causes redness of the skin
- D. Abnormal shape of red blood cells
- E. Immature red blood cells

75. Which of the following is a type of reimbursement by a health maintenance organization (HMO) to a group of physicians on a per-person-per-month contract?

- A. Managed care
- B. Private pay
- C. Fee-for-service
- D. Capitation
- E. Co-payment

76. Which of the following is a licensed ambulatory healthcare worker?

- A. Phlebotomist
- B. Nurse practitioner
- C. Medical assistant
- D. Cytotechnologist

77. Which of the following terms means "administering medication via a route other than the alimentary canal"?

- A. Pectoral
- B. Popliteal
- C. Paramesial
- D. Parenteral
- E. Parietal

78. The medical assistant is giving instructions to a patient. Which of the following types of body language on the part of the patient most effectively communicates understanding of the instructions?

- A. Touch
- B. Facial expression
- C. Eye contact
- D. Personal space
- E. Posture

79. A group of bacteria considered to be the smallest freeliving organisms is known as

- A. Rickettsia
- B. Chlamydia
- C. Mycobacteria
- D. Mycoplasma
- E. Legionella pneumophila

80. A 67-year-old deaf woman is scheduled for an appointment and is sitting in the waiting room. When the medical assistant is ready to escort the patient to an examination room, which of the following is the most appropriate method of getting her attention?

- A. Calling her name loudly from the doorway
- B. Gently touching her shoulder
- C. Asking the interpreter to go find her
- D. Asking the other patients in the waiting room if they know who she is

81. Which of the following portions of a blood smear should be used to perform the differential blood cell count?

- A. Feathered edges of the smear
- B. Thickest area of the smear
- C. Middle area of the smear
- D. Complete smear

82. Which of the following instruments is used to examine a patient's blood pressure?

- A. Spirometer
- B. Sphygmomanometer
- C. Ophthalmoscope
- D. Otoscope
- E. Bronchoscope

83. In the chain of infection, a person with a compromised immune system would be which of the following links?

- A. Reservoir
- B. Portal of entry
- C. Means of transmission
- D. Infectious agent
- E. Susceptible host

84. The patient history and physical report begins with which of the following types of information?

- A. Review of systems
- B. Present illness
- C. Allergies
- D. Chief complaint
- E. Past history

85. "The matter speaks for itself" is communicated as

- A. *Res ipsa loquitur*
- B. *Quid pro quo*
- C. *Res judicata*
- D. *Respondeat superior*

86. Which of the following information should be excluded from a resume?

- A. Names of references
- B. Professional licenses or certification
- C. Extracurricular activities
- D. Foreign language abilities
- E. Membership in professional organizations

87. Which of the following is governed by the Uniform Anatomical Gift Act?

- A. Blood transfusions
- B. Medical experimentation
- C. Organ donations
- D. Death certificates
- E. Autopsies

88. The physician has agreed to accept a new patient. A contract will exist when the patient

- A. Calls for information about the practice
- B. Provides medical records from her previous physician
- C. Is examined by the physician
- D. Arrives at the office

89. Which of the following types of medical insurance is an example of "fee-for-service"?

- A. HMO
- B. Medicare Part D
- C. Medicare Part A
- D. Medicaid
- E. Blue Cross Blue Shield

90. Which of the following radiographic records is obtained after a contrast medium is injected into a patient's joint?

- A. Myelogram
- B. Cytogram
- C. Hysteroqram
- D. Angiogram
- E. Arthroqram

91. In modified-block style, all lines begin where, with the exception of the date line, complimentary closing, and keyed signature?

- A. In the center
- B. At the left margin
- C. At the right margin
- D. At a justified position
- E. At the top

92. Which of the following is the primary purpose of a computer password?

- A. Stores information
- B. Starts and shuts down the computer
- C. Prevents unauthorized access to data
- D. Backs up computer files
- E. Encrypts information

93. Which of the following types of drugs is used as an anticoagulant?

- A. Xylocaine
- B. Dilantin
- C. Zocor
- D. Coumadin
- E. Inderal

94. The suffix *-rrhexis* means

- A. Repair
- B. Rupture
- C. Stasis
- D. Nose
- E. Nasal

95. A vacutainer tube with which of the following colored stoppers contains no additives?

- A. Green
- B. Red
- C. Yellow
- D. Blue
- E. Lavender

96. The difference between systolic and diastolic pressure is referred to as

- A. Pulse pressure
- B. Pulse deficit
- C. Bounding pulse
- D. Unequal pressure
- E. None of these

97. In the term *urethrostenosis*, the suffix *-stenosis* means

- A. Softening
- B. Narrowing
- C. Resembling
- D. Enlarging
- E. Drooping

98. Which of the following terms refers to the rule and principles of conduct that are required of citizens by legislative enactments?

- A. Philosophy
- B. Morals
- C. Ethics
- D. Etiquette
- E. Laws

99. Which of the following is included in a memorandum?

- A. Signature
- B. Salutation
- C. Subject line
- D. Inside address
- E. Complimentary close

100. Who believed that the basic needs of humans must be met before upper-level functioning can occur?

- A. Maslow
- B. Kübler-Ross
- C. Piaget
- D. Salk
- E. Freud

101. Which of the following medical terms describes the surgical formation of a temporary opening in a joint for drainage purposes?

- A. Arthrotomy
- B. Arthroscopy
- C. Arthroscopy
- D. Arthrectomy
- E. Arthroplasty

102. Which of the following topics is included in an office procedures manual?

- A. Chain of command for staff use
- B. Paid holiday and vacation time
- C. Documentation requirements for patient care
- D. Annual employment evaluations
- E. Performance expectations based on job description

103. Which of the following is the most appropriate turnaround time for payment of an account?

- A. 7 days
- B. 15 days
- C. 30 days
- D. 60 days
- E. 90 days

104. Which of the following foods is chemically broken down by saliva?

- A. Nucleic acids
- B. Proteins
- C. Carbohydrates
- D. Lipids
- E. None of these

105. Which of the following is the causative agent of candidiasis?

- A. Virus
- B. Protozoa
- C. Yeast
- D. Bacteria

106. Which of the following suffixes means "to crush"?

- A. —tripsy
- B. —tropic
- C. —tresia
- D. —tomy
- E. —tocia

107. The Current Procedural Terminology (CPT) coding system is based on a main number with how many digits?

- A. Three
- B. Four
- C. Five
- D. Six
- E. Seven

108. Which of the following shows the state of finances of a business?

- A. Balance sheet
- B. Trial balance
- C. Day sheet
- D. Patient ledger

109. When a physician offers open office hours, which of the following best describes when patients are seen by the physician?

- A. In 15-minute intervals
- B. At the time of their appointment
- C. At the physician's discretion
- D. As soon as they arrive at the office
- E. In the order of their arrival

110. Which of the following computer terms is defined as "an accumulation of data to be processed"?

- A. Interface
- B. Menu
- C. Memory
- D. Backup
- E. Batch

111. The most widely used filing system for medical practices is called

- A. Chronological filing
- B. Alphanumerical filing
- C. Subject filing
- D. Color-coded filing
- E. Numerical color-coding filling

112. Stretching of the stomach is called

- A. Gastritis
- B. Stomatitis
- C. Splenomegaly
- D. Gastroenteritis
- E. Gastrectasia

113. When performing a Hemoccult test, which color is a positive indicator of blood?

- A. Green
- B. Yellow
- C. Orange
- D. Blue
- E. Brown

114. Which of the following terms means "preparing items for filing by removing loose pieces of tape or paper clips"?

- A. Indexing
- B. Annotating
- C. Sorting
- D. Coding
- E. Conditioning

115. A 53-year-old woman comes to the medical clinic because she has a headache. Her blood pressure is 120/75 mm Hg, her pulse is 130 bpm, her temperature is 37.3 degrees Celsius (99.2 degrees Fahrenheit), and her respirations are 18/min. Which of the following terms would most likely be documented in the patient's chart?

- A. Hypertension
- B. Hypotension
- C. Bradypnea
- D. Tachycardia
- E. Febrile

116. Quality-control tests are performed daily in laboratories for which of the following reasons?

- A. To pass inspection by the Occupational Safety and Health Administration (OSHA)
- B. To determine whether test results are accurate
- C. To comply with local health department regulations
- D. To comply with state regulations
- E. To pass proficiency tests

117. The need for increasing doses of medication to maintain the desired therapeutic effect is a result of

- A. Synergism
- B. Cumulative action
- C. Tolerance
- D. Trigger action
- E. Pharmacogenetics

118. How often must employers file Federal Tax Form 941?

- A. Every two weeks
- B. Every three months
- C. Every four months
- D. Every six months
- E. Every twelve months

119. Which of the following additives is used as an anticoagulant in a blood specimen collected to determine a complete blood cell count?

- A. Thrombin
- B. EDTA
- C. Sodium heparin
- D. Sodium citrate
- E. Potassium oxalate

120. Which type of endorsement should be used on a check that is being mailed to the bank for deposit?

- A. Conditional
- B. Qualified
- C. Blank
- D. Special
- E. Restrictive

121. The root word *enter* refers to the

- A. Stomach
- B. Spleen
- C. Intestines
- D. Liver
- E. Bladder

122. Which of the following computer pointing devices is the most commonly used?

- A. Touch pad
- B. Trackball
- C. Modem
- D. Scanner
- E. Mouse

123. The obturator foramen is located in which of the following bones?

- A. Hipbone
- B. Skull
- C. Knee
- D. Face
- E. None of these

124. The pectoralis major muscle is in which part of the body?

- A. Chest
- B. Abdomen
- C. Thigh
- D. Skull

125. Which of the following medical terms is spelled correctly?

- A. Percardiectomy
- B. Phelbitis
- C. Thromboectomy
- D. Valvetemy
- E. Venipuncture

126. Repair of a rupture in the liver is referred to as

- A. Hepatorrhaphy
- B. Cystorrhaphy
- C. Hepatitis
- D. Hepatorrhexis
- E. Hepatomegaly

127. Which of the following vitamins is necessary for hemoglobin synthesis?

- A. B₁₂
- B. C
- C. D
- D. E
- E. K

128. In an adult patient, which of the following arteries is used to obtain a blood pressure reading?

- A. Carotid
- B. Subclavian
- C. Brachial
- D. Ulna
- E. Aorta

129. Restriction of sodium in the diet is very common for patients with all of the disorders or conditions, except

- A. Hypertension
- B. Renal disease with edema
- C. Addison's disease
- D. Congestive heart failure
- E. Cirrhosis

130. Which type of gastric cells secrete pepsinogen?

- A. Goblet cells
- B. Parietal cells
- C. Chief cells
- D. Intrinsic cells
- E. None of these

131. Which of the following instruments is most appropriate for retinal testing?

- A. Tonometer
- B. Pen light
- C. Gonioscope
- D. Ophthalmoscope
- E. Slit lamp

132. The degree of pathogenicity or relative power of an organism to produce a disease is called

- A. Contagion
- B. Purulence
- C. Pathogenesis
- D. Carcinogenicity
- E. Virulence

133. The deltoid muscle is commonly used for injection of all of the following, except

- A. Tetanus boosters in adults
- B. Rabies vaccines after exposure
- C. Penicillin
- D. Vitamin B₁₂
- E. Hepatitis B vaccine

134. Which of the following is most likely to interpret the results of magnetic resonance imaging (MRI)?

- A. Gynecologist
- B. Radiologist
- C. Hematologist
- D. Oncologist
- E. Dermatologist

135. Which of the following is included in a patient's vital signs?

- A. Visual acuity
- B. Reflexes
- C. Respiration rate
- D. Chest circumference
- E. Height and weight

136. Which of the following protects a computer monitor's screen from "burning in" by changing the display at short intervals?

- A. Password
- B. Screen saver
- C. Terminal
- D. Surge protector
- E. Dust cover

137. A 71-year-old woman with weak leg muscles is advised to use axillary crutches. She can bear weight on both legs, but she has poor balance. When instructing her in the use of axillary crutches, the medical assistant should show her which of the following crutch-gait patterns?

- A. Two-point
- B. Three-point
- C. Four-point alternating
- D. Five-point

138. Which of the following terms is used to describe a software application that allows users to locate and display websites?

- A. Flash
- B. Banner
- C. Browser
- D. Cookie
- E. Cache

139. Which of the following terms describes the process of linking two or more computers?

- A. Compressing
- B. Configuring
- C. Networking
- D. Encrypting
- E. Rendering

140. *Choroid* refers to the anatomy of the

- A. Ear
- B. Eye
- C. Brain
- D. Liver
- E. Bladder

141. A 13-year-old boy with type 1 diabetes mellitus needs to modify his lifestyle. Which of the following is the most effective way for the medical assistant to educate him?

- A. Tell him to call the office if he has questions
- B. Explain type 1 diabetes mellitus on a level he can understand
- C. Refer him to a registered dietician
- D. Give him a brochure on type 1 diabetes mellitus
- E. Give him a video about type 1 diabetes mellitus

142. Safety regulations require a medical assistant to wear a dosimeter when using which of the following pieces of equipment?

- A. Spirometer
- B. Ultrasound
- C. Electromyography
- D. Radiograph
- E. Doppler

143. The presence of which of the following substances in urine most likely indicates increased metabolism of fat?

- A. Ketones
- B. Glucose
- C. Hemoglobin
- D. Bilirubin
- E. Albumin

144. Which of the following portions of the brain controls memory, judgment, and emotion?

- A. Medulla oblongata
- B. Thalamus
- C. Pons
- D. Cerebellum
- E. Cerebrum

145. Which of the following is an abnormality of the digestive system?

- A. Blepharoptosis
- B. Cholelithiasis
- C. Diaphoresis
- D. Atelectasis
- E. Tinnitus

146. The physician prescribes 0.7 gram of aspirin for a patient. Aspirin is available in 350 mg tablets. How many tablets should the patient receive?

- A. 0.5
- B. 1
- C. 1.5
- D. 2
- E. 2.5

147. Which of the following is the most appropriate initial step before applying sterile surgical gloves?

- A. Removing jewelry from hands and wrists
- B. Rinsing hands with warm water
- C. Applying sterile surgical gloves
- D. Putting on a laboratory coat

148. When a child is covered by separate insurance policies through each parent, the policy of which parent is considered primary?

- A. Either parent
- B. The father
- C. The mother
- D. The parent whose birthday falls first
- E. The parent whose birthday falls last

149. The primary purpose of cardiopulmonary resuscitation (CPR) is to

- A. Supply oxygen to vital tissue
- B. Restore the normal acid-base balance
- C. Restore palpable peripheral pulse
- D. Increase the blood pressure
- E. Provide carbon dioxide to vital heart tissue

150. If a patient is chronically late and requires more of the physician's time than most patients, when should this patient's appointment be scheduled?

- A. First appointment of the day
- B. Last appointment of the day
- C. Last appointment before lunch
- D. First appointment after lunch

151. A physician advises a 28-year-old patient to increase his daily intake of complex carbohydrates. To do this, it is most appropriate to increase intake of which of the following foods?

- A. Fruits
- B. Fish
- C. Peas
- D. Beans
- E. Breads

152. The suffix *-phasia* means

- A. Swallowing
- B. Breathing
- C. Phrasing
- D. Fear
- E. Speech

153. What defense mechanism involves a self-justifying explanation that is substituted for an unacceptable one?

- A. Displacement
- B. Projection
- C. Sublimation
- D. Repression
- E. Rationalization

154. A 14-year-old boy has an obvious bony deformity of the thigh. An X-ray study of which of the following bones should be ordered?

- A. Fibula
- B. Femur
- C. Tibia
- D. Humerus
- E. Radius

155. An official paper ordering a person to appear in court under penalty for failure to do so is called a

- A. Felony
- B. Subpoena
- C. Plaintiff
- D. Slander
- E. Battery

156. A blood sample is collected from a patient, and the plasma is pink to red in color. Which of the following is the most likely cause?

- A. Polycythemia
- B. Agglutination
- C. Hemolysis
- D. Lipema
- E. Icterus

157. Which of the following is a form used to identify the number of withholding allowances chosen by an employee?

- A. I-9
- B. 1090
- C. 1099
- D. W-2
- E. W-4

158. When are business accounts considered to be “in balance”?

- A. When there are more payables than assets
- B. When total ending balances of patient ledgers equal the total accounts receivable
- C. When there are more assets than payables
- D. When computer posting has occurred
- E. When the daysheet matches the ledger card

159. All of the following are objectives of good records management, except

- A. Complying with legal safeguards
- B. Retrieving information faster
- C. Reducing misfiles
- D. Saving space
- E. Creating additional records in order to be thorough

160. Which of the following morphologic structures is characteristic of bacilli?

- A. Rod
- B. Ova
- C. Sphere
- D. Cluster
- E. Chain

161. Which of the following is the insurance program that provides for the medically indigent?

- A. CHAMPUS/Tricare
- B. CHAMPVA
- C. Medicaid
- D. Medicare
- E. Blue Shield

162. Which of the following is a document that shows how the amount of the benefit was determined?

- A. Medicare audit form
- B. Explanation of benefits form
- C. Patient encounter form
- D. Coordination of benefits
- E. Advanced beneficiary notice form

163. How should a medical assistant conduct a patient interview when the patient is an eight-year-old boy who has severe bruises on the right leg?

- A. Finish the child's sentences
- B. Ask leading questions
- C. Ask closed-ended questions
- D. Allow the child to answer each question in his own words
- E. Allow the parent to answer for the child

164. Which of the following has jurisdiction over the manufacture and distribution of controlled substances in the United States?

- A. Bureau of Alcohol, Tobacco, and Firearms (ATF)
- B. American Medical Association (AMA)
- C. Federal Trade Commission (FTC)
- D. Food and Drug Administration (FDA)
- E. Drug Enforcement Administration (DEA)

165. Which of the following procedures is performed to view a cross section of an organ?

- A. Pyelography
- B. Ultrasonography
- C. Hysterothorography
- D. Lymphography
- E. Tomography

166. Which of the following in the urine indicates a urinary tract infection?

- A. Ketones
- B. Nitrite
- C. Urobilin
- D. Bilirubin
- E. Uric acid

167. Wilms' tumor is seen in children younger than 5 years of age in which of the following organs?

- A. Lungs
- B. Brain
- C. Liver
- D. Kidneys
- E. Testes

168. Which of the following terms best describes signs and symptoms that come and go?

- A. Latent
- B. Intermittent
- C. Acute
- D. Cardinal
- E. Constitutional

169. Which of the following is the most appropriate reference for a medical assistant to identify the action of a particular medication?

- A. *The American Hospital Formulary*
- B. *United States Pharmacopeia*
- C. *The Physician's Desk Reference (PDR)*
- D. *Family Physician's Compendium of Drug Therapy*
- E. *Abridged Index Medicus*

170. Which of the following procedures is performed by an orthopedist?

- A. Bronchoscopy
- B. Laparoscopy
- C. Arthroscopy
- D. Colonoscopy
- E. Cystoscopy

171. Which of the following is an abbreviation representing a prescription written for a patient?

- A. Rx
- B. Tx
- C. Px
- D. Hx
- E. Sx

172. Which of the following classes of mail should be used to send an item that has significant monetary value?

- A. Priority
- B. Express
- C. First class
- D. Registered
- E. Certified

173. A medical assistant earns \$15.00 per hour and works 40 hours during a one-week pay period. Federal taxes for the Federal Insurance Contributions Act (FICA) are withheld at 7.65 percent. How much money will be withheld from her gross earnings for a one-week pay period?

- A. \$22.65
- B. \$34.60
- C. \$45.90
- D. \$57.30
- E. \$76.50

174. When submitting an insurance claim, which of the following *International Classification of Diseases, Clinical Modification (ICD-CM)* codes should be placed on the form first?

- A. Principal diagnosis
- B. Rule out conditions
- C. Conditions previously treated
- D. Conditions that coexist at the time of the visit

175. The corpus luteum secretes which of the following hormones?

- A. Prolactin
- B. Testosterone
- C. Estrogen
- D. Epinephrine
- E. Progesterone

176. Physicians who administer controlled substances are required to register with which of the following organizations?

- A. Federal Trade Commission (FTC)
- B. Drug Enforcement Administration (DEA)
- C. Food and Drug Administration (FDA)
- D. U.S. Public Health Service (PHS)
- E. American Medical Association (AMA)

177. Teaching patients how to perform a procedure is best accomplished by which of the following?

- A. Lecture
- B. Video
- C. Brochure
- D. Internet
- E. Demonstration

178. A cell that contains a membrane-bound nucleus with chromosomes is called a

- A. Basophil
- B. Eukaryote
- C. Prokaryote
- D. Virus
- E. Mold

179. Which of the following bones is located in the foot?

- A. Tibia
- B. Mandible
- C. Metacarpal
- D. Metatarsal
- E. Fibula

180. Malabsorption of vitamin B₁₂ results in

- A. Goiter
- B. Scurvy
- C. Rickets
- D. Osteomalacia
- E. Pernicious anemia

Practice Exam 2 **Key**

1. Voucher checks are commonly used for

- A.** Payroll
- B. Payment collection
- C. Internal billing
- D. Cycle billing

Voucher checks are commonly used for payroll. They offer preprinted headings on a top stub that allows earnings and deductions to be easily tracked. A bottom stub is used to describe other payments.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VII.C.2 Describe banking procedures as related to the ambulatory care setting

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.03

Topic: Banking for the Medical Office

2. From which of the following is agar extracted?

- A.** Algae
- B. Bacteria
- C. Fungi
- D. Protozoa
- E. None of these

Agar is extracted from algae. It is a gelatin-like substance used in the laboratory for cultures.

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.10 Perform a quality control measure

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.03

Topic: Medical Microbiology

3. When addressing an envelope, the word “confidential” should be placed

- A. Two lines below the address
- B. Two lines below the return address**
- C. One line below the address
- D. One line above the city and state

When addressing an envelope, the word “confidential” should be placed two lines below the return address.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

4. The ledger provides up-to-date financial information pertaining to which of the following?

- A. Pharmaceutical representatives
- B. Insurance companies
- C. Physician
- D. Patients**
- E. Employees

The ledger provides up-to-date financial information pertaining to patients. Charges, ledger notes, billings, payments, and adjustments are all shown.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: II.C.1. Demonstrate knowledge of basic math computations

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.02

Topic: Accounting

5. Which of the following abbreviations is used in a prescription to indicate that a medication should be taken orally before meals?

- A. PO ac**
- B. PO hs
- C. PO qd
- D. PO pc
- E. PO qs

The abbreviation PO ac is used in a prescription to indicate that a medication should be taken orally before meals.

ABHES: 3.d Define and use medical abbreviations when appropriate and acceptable

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.03

Topic: Common Medical Abbreviations

6. A hereditary disease that causes copper accumulation in various organs is called

- A. Gout
- B. Lyme disease
- C. Wilson's disease**
- D. Crohn's disease
- E. Alzheimer's disease

Wilson's disease causes copper accumulation in various organs of the body.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 07.07

Topic: Minerals

7. Which of the following is the most appropriate medical record classification for a deceased patient?

- A. Inactive
- B. Closed**
- C. Active
- D. Transferred
- E. Released

A "closed" classification is most appropriate for the medical records of a deceased patient.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.4 Define types of information contained in the patient's medical record

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

8. A microbe that lives only in the absence of oxygen is called a(n)

- A. Cilia
- B. Flagella
- C. Virus
- D. Obligate anaerobe**
- E. Obligate aerobe

A microbe that lives only in the absence of oxygen is called an obligate anaerobe.

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: III.C.1. List major types of infectious agents

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 05.02

Topic: Microbial Growth

9. Medicare Part C involves which of the following?

- A. Prescription drugs
- B. Private health plans**
- C. Hospitalization
- D. Indigent people
- E. Outpatients

Medicare Part C involves private health plans. These include HMOs and PPOs, and are sometimes known as Medicare Advantage plans.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VIII.C.1.a. Identify: types of third party plans

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 14.03

Topic: Types of Health Plans

10. Which of the following is the most appropriate initial action for the medical assistant when a patient is referred to the medical office?

- A. Schedule an appointment for the patient in one week
- B. Determine the urgency of the patient's appointment**
- C. Discuss the case with the referring physician
- D. Ask the patient for more information about his or her insurance coverage

The most appropriate initial action in this scenario is for the medical assistant to determine the urgency of the patient's appointment so that he

or she receives prompt treatment as required.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

11. Which of the following is a safety hazard in a medical office?

- A. Dosimeter
- B. Lead apron
- C. Aneroid sphygmomanometer
- D. Mercury thermometer**
- E. Disposable pipette

A mercury thermometer is a safety hazard in the medical office due to the potential of breakage and resultant poisonings.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

12. Antiemetics are indicated for which of the following conditions?

- A. Diarrhea
- B. Seizures
- C. Vomiting
- D. Congestion
- E. Itching

Antiemetics are indicated for vomiting. The term emesis means "vomiting."

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

13. The placement of the subject line in a letter should be in the

- A. Special notations
- B. Closing
- C. Heading
- D. Opening
- E. Body

The placement of the subject line in a letter is in the opening. This appears at the top area of the letter.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

14. Which of the following is used to indicate that a patient's medical record is stored in two locations?

- A. Cross-reference guide
- B. Color coding
- C. Tickler file
- D. Out guide
- E. Subject file

A cross-reference guide is used to indicate that a patient's medical record is stored in two locations.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.5 File patient medical records

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

15. Which of the following is the most appropriate method to remove sterile forceps from a sterile package?

- A. By tip, handles up
- B. By hinged joint
- C. By handles, tip up
- D. By handles, tip down
- E. By tip, handles down**

The most appropriate method to remove sterile forceps from a sterile package is by the tip, handles down.

ABHES: 8.a Practice standard precautions and perform disinfection/sterilization techniques

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.5 Define the principles of standard precautions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 16.02

Topic: Medical and Surgical Asepsis

16. The process in which molecules, ions, or particles move from an area of higher concentration to an area of lower concentration is known as

- A. Diffusion**
- B. Filtration
- C. Osmosis
- D. Pinocytosis
- E. Phagocytosis

Diffusion is the process in which molecules, ions, or particles move from an area of higher concentration to an area of lower concentration.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.02

Topic: Cell Structure

17. Which of the following is the correct spelling for the term that means "characterized by an exaggerated reaction to an antigen or toxin"?

- A. Anafilactic
- B. Anaphilactic
- C. Annaphylactic
- D. Anaphylactic**
- E. Anaphylatic

"Anaphylactic" is the correct spelling for the term that means "characterized by an exaggerated reaction to an antigen or toxin."

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 02.01

Topic: Word Building

18. The Occupational Safety and Health Administration (OSHA) requires that healthcare workers be tested annually for which of the following communicable disease?

- A. Epidemic parotitis
- B. Hepatitis B
- C. Tuberculosis
- D. Rubella
- E. AIDS

OSHA requires that healthcare workers be tested annually for tuberculosis, since it is such an infectious disease.

ABHES: 8.a Practice standard precautions and perform disinfection/sterilization techniques

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.5 Define the principles of standard precautions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 16.03

Topic: OSHA Requirements

19. Which of the following is an instrument that measures and records the volume of air that moves in and out of the lungs?

- A. Spirometer
- B. Electrocardiogram
- C. Tonometer
- D. Sphygmomanometer
- E. Spirogram

A spirometer is an instrument that records the volume of air that moves in and out of the lungs. A spirogram is a chart with recorded volumetric information.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.11

Topic: Respiratory System

20. Which of the following actions by the medical assistant is most likely to protect the physician if a caller to the office were to take legal action?

- A. Answering all calls promptly
- B. Using technical terms on the phone
- C. Avoiding lengthy phone conversations
- D. Proper documentation of calls

Proper documentation of all phone calls by the medical assistant is the action that is most likely to protect the physician if a caller were to take legal action. It is essential in the medical office.

ABHES: 4.f.2 Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: X.C.1 Differentiate between scope of practice and standards of care for medical assistants

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.03

Topic: Telephone Techniques

21. Which of the following is a hereditary disorder of clotting factors?

- A. Poikilocytosis
- B. Pernicious anemia
- C. Polycythemia
- D. Hemophilia

Hemophilia is a hereditary disorder of clotting factors. It affects males.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

22. In an electrocardiogram, what does the QRS complex represent?

- A. Depolarization of the atria
- B. Repolarization of the atria
- C. Repolarization of the ventricles
- D. Refractory period of atria and ventricles
- E. Depolarization of the ventricles

The QRS complex represents depolarization of the ventricles.

ABHES: 8.e Perform specialty procedures, including but not limited to, minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.2.c Perform: electrocardiography

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 21.02

Topic: The Electrocardiograph

23. The gallbladder is normally located in which of the following abdominal quadrants?

- A. Left lower
- B. Right lower
- C. Right upper
- D. Left upper

The gallbladder is normally located in the right upper abdominal quadrant. It aids in digestion and stores bile produced by the liver.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.7 Describe the normal function of each body system

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.12

Topic: Digestive System

24. Which of the following is caused by an enzyme deficiency, causes abnormal lipid metabolism in the brain, and affects people of the Ashkenazi Jewish population?

- A. Tay-Sachs disease
- B. Turner's syndrome
- C. Klinefelter's syndrome
- D. Myelomeningocele
- E. Hirschsprung's disease

Tay-Sachs disease affects Ashkenazi Jews, and is an enzyme deficiency that causes abnormal lipid metabolism in the brain. Affected children usually die in early childhood, sometime before the age of 4 years.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 04.03

Topic: Hereditary and Congenital Diseases and Conditions

25. Nonabsorbable suture material is used for which of the following types of tissue?

- A. Nerve
- B. Muscle
- C. Fascia
- D. Skin
- E. Intestine

Nonabsorbable suture material is used for suturing skin wounds.

ABHES: 8.e Perform specialty procedures, including but not limited to, minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 17.04

Topic: Minor Surgery

26. Which of the following is a doctrine that holds physician employers responsible for the actions of their employees?

- A. *Res ipsa loquitur*
- B. *Respondeat superior*
- C. *Manifestation of assent*
- D. *Locum tenens*
- E. *Misfeasance*

Respondeat superior is a doctrine that holds physician employers responsible for the actions of their employees.

ABHES: 4.b.1. Institute federal and state guidelines when: Releasing medical records or information

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: X.C.13.h. respondent superior

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 08.02

Topic: The Law and Medicine

27. Which psychologist believed that as people age, they also go through psychosocial changes?

- A. Kübler-Ross
- B. Maslow
- C. Erickson
- D. Jung
- E. Freud

Erikson was the psychologist who believed that as people age, they also go through psychosocial changes. He described normal struggles that people face at each of their stages of development.

ABHES: 5.a Respond appropriately to patients with abnormal behavior patterns

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.5.c. Coach patients appropriately considering: communication barriers

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 06.06

Topic: Psychological Disorders

28. Which of the following types of filing systems requires a cross-reference file?

- A. Geographic
- B. Alphabetic
- C. Subject
- D. Numeric

A numeric filing system requires a cross-reference file. Documents are prenumbered to distinguish them from each other as well as from

"alpha" documents (those filed by letter instead of number).

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.5 File patient medical records

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

29. Practice expenses for the month of June are \$8,500. Revenue for the same month is \$16,180. The practice has total assets of \$283,000 and liabilities of \$55,000. What is the net income for the practice for the month of June?

- A. \$7,680
- B. \$24,680
- C. \$38,000
- D. \$228,000

The net income for this medical practice for the month of June would be \$7,680, which is determined by subtracting the expenses (\$8,500) from the revenue (\$16,180).

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VII.C.2 Describe banking procedures as related to the ambulatory care setting

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.03

Topic: Banking for the Medical Office

30. The plan that covers spouses of veterans with permanent disabilities is called

- A. TRICARE
- B. CHAMPUS
- C. Blue Cross and Blue Shield
- D. Kaiser Foundation Health Plan
- E. CHAMPVA**

CHAMPVA is the plan that covers spouses of veterans with permanent disabilities.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.C.1.a. Identify: types of third party plans

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.03

Topic: Types of Health Plans

31. The central processing unit (CPU) is a type of

- A. Motherboard
- B. Microprocessor**
- C. RAM
- D. ROM
- E. Optical disk

The central processing unit (CPU) is a type of microprocessor. A microprocessor provides data input and output.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.03

Topic: Computer Systems

32. Which of the following is an example of a medical aseptic technique?

- A. Use of a disinfectant**
- B. Surgical scrubbing
- C. Autoclaving with steam
- D. Gas sterilization
- E. Removing all microorganisms from instruments

Use of a disinfectant is an example of a medical aseptic technique. These substances are used to remove microorganisms during medical procedures.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.5 Define the principles of standard precautions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 16.02

Topic: Medical and Surgical Asepsis

33. A patient scheduled for which of the following services is most likely to need the longest appointment time?

- A. Postoperative visit
- B. Complete physical examination**
- C. Prenatal checkup
- D. Annual pelvic examination
- E. Initial allergy injection

A patient scheduled for a complete physical examination is most likely to need the longest appointment time.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

34. The code for intravenous administration of chemotherapy is found in which of the following sections of the Current Procedural Terminology (CPT) manual?

- A. Surgery
- B. Medicine**
- C. Pathology and Laboratory
- D. Evaluation and Management
- E. Anesthesia

The code for intravenous administration of chemotherapy is found in the "Medicine" section of the CPT manual.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: IX.C.1 Describe how to use the most current procedural coding system

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 15.04

Topic: Procedure Codes

35. Which of the following information provided on a patient registration form is demographic information?

- A. Name and address of referring physician
- B. Effective date of insurance policy
- C. Postsurgical history
- D. Reason for office visit
- E. Patient's place of employment**

The patient's place of employment serves as demographic information on a patient registration form.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.4 Define types of information contained in the patient's medical record

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

36. Disorders that involve an apparent, abrupt, and repeated shifting from one "personality" to another are referred to as

- A. Obsessive-compulsive
- B. Dissociative**
- C. Panic anxiety
- D. Personality
- E. Anxiety

Dissociative disorders are those that involve an apparent, abrupt, and repeated shifting from one "personality" to another. They were formerly known as multiple personality disorders.

ABHES: 5.a Respond appropriately to patients with abnormal behavior patterns

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.5.c. Coach patients appropriately considering: communication barriers

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 06.06

Topic: Psychological Disorders

37. Which of the following is a breathing pattern marked by a period of apnea lasting 10 to 60 seconds, followed by gradually increasing depth and frequency of respiration?

- A. Eupnea
- B. Dyspnea
- C. Hypoxia
- D. Cheyne-Stokes**
- E. Asphyxia

Cheyne-Stokes respiration is a breathing pattern marked by a period of apnea lasting 10 to 60 seconds that is followed by gradually increasing

depth and frequency of respiration. You should be aware of this pattern when conducting a respiratory system examination.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 17.03

Topic: Physical Examination

38. The physician uses six packs of 5-0 sutures daily during a 5-day workweek. One box of sutures contains 32 packs. How many boxes of sutures are ordered each month?

- A. Two
- B. Three
- C. Four**
- D. Five
- E. Six

Four boxes of sutures are ordered each month by this physician who uses six packs of sutures daily during five-day workweeks.

ABHES: 8.e Perform specialty procedures, including but not limited to, minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 17.04

Topic: Minor Surgery

39. If a fracture is at the distal end of the tibia and fibula, it is called

- A. Wilson's fracture
- B. Greenstick fracture
- C. Pott's fracture**
- D. Comminuted fracture
- E. Simple fracture

A fracture at the distal end of the tibia and fibula is called Pott's fracture.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 04.06

Topic: Major Diseases and Disorders

40. Which of the following combining forms is matched correctly with its meaning?

- A. Hypo- / above
- B. Latero- / below
- C. Antero- / back
- D. Peri- / around**

The combining form peri- means around, as in the term pericardium, which is a double-layered sac around the heart.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.01

Topic: Word Building

41. On a urinalysis reagent strip, infection is indicated by the presence of which of the following?

- A. Urobilinogen
- B. Leukocytes**
- C. Bilirubin
- D. Ketones
- E. Protein

On a urinalysis reagent strip, infection is indicated by the presence of leukocytes.

ABHES: 9.b.1. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Urinalysis

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 25.02

Topic: Collecting and Testing Urine

42. Dry scaling and fissuring of the lips is called

- A. Xerosis
- B. Xanthoma
- C. Keratosis
- D. Erythrodermatitis
- E. Cheilosis**

Dry scaling and fissuring of the lips is called cheilosis. It is commonly a characteristic of riboflavin deficiency.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

43. Which of the following is both bactericidal and bacteriostatic antibiotic?

- A. Mafenide
- B. Clarithromycin**
- C. Amikacin
- D. Ciprofloxacin
- E. Vancomycin

Clarithromycin is both a bactericidal and bacteriostatic antibiotic. Other examples of these antibiotics include erythromycin and azithromycin.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11.a. Identify classifications of medications including: indications for use

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.04

Topic: Antibiotics

44. The artificial breaking of adhesions of an ankylosed joint is known as

- A. arthroclasia**
- B. arthrodesis
- C. rachischisis
- D. spondylitis

Arthroclasia is the artificial breaking of adhesions of an ankylosed joint. It is a surgical procedure.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

45. Which of the following may result from sunburn over time?

- A. Sebaceous nevus
- B. Epidermal nevus
- C. Kaposi's sarcoma
- D. Malignant melanoma**

Of these answer choices, only malignant melanoma can be correct. This is because sunburn can lead to cancer over time, and melanoma

is the only example that is linked to sun exposure. The first two choices hereditarily-linked, and Kaposi's sarcoma is related to AIDS, not

sun exposure.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 24.04

Topic: Burns

46. Which of the following should replace a patient's medical record when the record is removed from the filing system?

- A. Post-it note
- B. Index card
- C. Out guide**
- D. Cross-reference card
- E. Divider guide

An out guide should replace a patient's medical record when the record is removed from the filing system. It serves as a placeholder.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.5 File patient medical records

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

47. Which of the following is *not* a computer input device?

- A. Trackball
- B. Printer**
- C. Mouse
- D. Keyboard
- E. Scanner

A printer is *not* a computer input device. Printers are used to output files into printed documents.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.03

Topic: Computer Systems

48. Which of the following is an advantage of metered mail?

- A. Traceable
- B. Insured
- C. Faster processing
- D. Less expensive**
- E. Guaranteed delivery

Metered mail is usually less expensive than other forms of mail. It is commonly used by organizations that send significant amounts of printed correspondence.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

49. When injecting a medication, which of the following parts of the needle allows the medication to flow from the syringe to the needle?

- A. Shaft
- B. Lumen**
- C. Bevel
- D. Hilt
- E. Hub

When injecting a medication, the lumen allows it to flow from the syringe to the needle.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.7 Administer parenteral (excluding IV) medications

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 20.03

Topic: Methods of Administering Medications

50. A pediatrician is unexpectedly delayed, and there are patients in the waiting room. Which of the following is the most appropriate action for the medical assistant to take?

- A. Tell the patients to leave and come back when the physician is available
- B. Ignore the delay and explain it to individual patients if they ask
- C. Explain the delay to the patients and estimate how long the physician will be unavailable**
- D. Ask the patients to wait until the physician is available to avoid rescheduling their appointments

When the pediatrician is delayed, the medical assistant should explain the delay to the patients and estimate how long the physician will be unavailable.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

51. Which of the following is a chest pain symptom that results from a temporary loss of oxygen to the heart muscle?

- A. Intermittent claudication
- B. Angina pectoris**
- C. Atrial fibrillation
- D. Carotid artery bruit
- E. Mitral valve regurgitation

Angina pectoris results from a temporary loss of oxygen to the heart muscle. It is commonly referred to simply as "angina."

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 04.06

Topic: Major Diseases and Disorders

52. What is the term for a court order that requires a witness to appear in court with a patient's medical record?

- A. *Qui facit per alium*
- B. Subpoena duces tecum**
- C. *Res ipsa loquitur*
- D. *Respondeat superior*
- E. *Res gestae*

A *subpoena duces tecum* is a court order that requires a witness to appear in court with a patient's medical record.

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: X.C.13.g. Define the following medical legal terms: subpoena duces tecum

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 08.01

Topic: Law

53. The physician orders promethazine (Phenergan) 25 mg intramuscularly for a patient with nausea. The bottle of promethazine is labeled "50 mg per mL." How much of the drug should be administered to the patient?

- A. 0.5 mL
- B. 1 mL
- C. 1.5 mL
- D. 2 mL
- E. 2.5 mL

In this example, 0.5 mL of promethazine (Phenergan) should be administered to the patient. This is because 25 mg is ordered but one bottle contains 50 mg per mL. Therefore 0.5 mL would contain 25 mg of the drug.

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.7 Administer parenteral (excluding IV) medications

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 20.02

Topic: Measuring Medication and Dosage Calculations

54. When scheduling appointments, which of the following should be considered?

- A. Demographics
- B. Cancellations
- C. Analyzing patient flow
- D. Inactive files
- E. Tracking

Analyzing patient flow is a component that should be considered when scheduling appointments. Other components include legal issues, tailoring the scheduling system, waiting time, and flexibility.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

55. Which of the following terms best describes the awareness and insight one person has for another's feelings and emotions?

- A. Sympathy
- B. Sensitivity
- C. Apathy
- D. Objectivity
- E. Empathy

Empathy best describes the awareness and insight one person has for another's feelings and emotions.

ABHES: 5.a Respond appropriately to patients with abnormal behavior patterns

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.A.1.a. Demonstrate: empathy

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 06.02

Topic: Motivation and Emotion

56. When a false statement is made under oath, it is referred to legally as

- A. Verdict
- B. Perjury**
- C. Libel
- D. Slander
- E. Fraud

When a false statement is made under oath, this is referred to legally as perjury.

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 08.01

Topic: Law

57. Which of the following medical terms is spelled correctly?

- A. Ostoarthritis
- B. Proteinuria**
- C. Mylogram
- D. Cholocystitis
- E. Hystersalpingography

Proteinuria is the correctly spelled term. It is defined as the presence of excess serum proteins in the urine.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

ABHES: 9.b.1. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Urinalysis

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.02

Topic: Collecting and Testing Urine

58. Retinol and carotene are referred to as which of the following vitamins?

- A. Vitamin K
- B. Vitamin D
- C. Vitamin A**
- D. Vitamin E
- E. Vitamin B

Retinol and carotene are forms of vitamin A. This vitamin is essential for proper eyesight.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 07.06

Topic: Vitamins

59. Which of the following types of casts are most commonly seen during microscopic examinations of urine?

- A. Waxy
- B. Granular
- C. Hyaline
- D. Cellular
- E. Mixed

Hyaline casts are most commonly seen during microscopic examinations of urine.

ABHES: Instruct patients in the collection of: Clean-catch mid-stream urine specimens

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.02

Topic: Collecting and Testing Urine

60. Drugs classified as which of the following have no prescriptive use?

- A. Schedule I
- B. Schedule II
- C. Schedule III
- D. Schedule IV
- E. Schedule V

Schedule I drugs have no prescriptive use.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

61. Which of the following terms describes the strength of a drug required to produce the desired effect?

- A. Tolerance
- B. Cumulation
- C. Additive action
- D. Antagonism
- E. Potency

"Potency" describes the strength of a drug required to produce the desired effect.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

62. "Have you had this problem before?" is an example of which of the following types of questions?

- A. Closed-ended
- B. Leading
- C. Hypothetical
- D. Exploratory

The question listed is an example of closed—ended questions—one designed to have a yes or no answer.

ABHES: 7.g Display professionalism through written and verbal communications

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.6.e Define coaching a patient as it relates to: adaptations relevant to individual patient needs

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 11.04

Topic: Improving your Communication Skills

63. A deceitful practice undertaken to induce someone to part with something of value is known as

- A. invasion of privacy
- B. libel
- C. fraud
- D. defamation
- E. abuse

Fraud is a deceitful or dishonest practice undertaken to induce someone to part with something of value or a legal right.

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 08.01

Topic: Law

64. Office policy regarding the length of time for retaining patient files should be based on the

- A. Statute of limitations
- B. Number of inactive files
- C. Number of active files
- D. Availability of storage space
- E. Frequency of the purging schedule

Office policy regarding the length of time for retaining patient files should be based on the statute of limitations.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.C.4 Define types of information contained in the patient's medical record

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

65. Which of the following positions is most appropriate for a patient with hypotension?

- A. Trendelenburg's
- B. Dorsal recumbent
- C. Fowler's
- D. Jackknife
- E. Supine

The supine position is most appropriate for a patient with hypotension. This is because the arm used to take blood pressure will be at the same level as the heart in this position.

ABHES: 8.d. Assist provider with specialty examination including cardiac, respiratory, OB-GYN, neurological, gastroenterology procedures

*ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing
Accessibility: Keyboard Navigation*

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

CAAHEP: I.P.11.e. Obtain specimens and perform: CLIA waived microbiology test

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 17.03

Topic: Physical Examination

66. What should you offer to do immediately after a patient calls to cancel an appointment?

- A. Notify the patient that next time there will be a penalty for rescheduling
- B. Refer the patient to another physician
- C. Offer to reschedule the appointment
- D. Create a new matrix
- E. Block the patient from further appointments

Immediately after a patient calls to cancel an appointment, thank him or her for calling and ask if a rescheduled appointment is desired. Then

note the canceled appointment (and if it applies, the rescheduled appointment) in the appointment schedule.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.A.1.a. Demonstrate: empathy

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

67. Amounts of salary held out of payroll checks for the purpose of paying government taxes or for employees refers to

- A. Withholding
- B. Net earnings
- C. Employee earnings
- D. Payroll
- E. Employee identification

Amounts of salary held out of payroll checks for the purpose of paying government taxes or for employees is referred to as *withholding*.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VII.C.1.c. Define the following bookkeeping terms: accounts receivable

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.05

Topic: Accounts Payable

68. Which of the following is a "write it once" bookkeeping system?

- A. Double-entry
- B. Single-entry
- C. Pegboard
- D. Journal

A single-entry bookkeeping system is a "write it once" system. These systems involve peg-boards and carbon strips that transfer amounts

from certain types of paperwork to the correct areas in other types of paperwork, such as from a check to a billing statement.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: II.C.1 Demonstrate knowledge of basic math computations

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.02

Topic: Accounting

69. The abbreviation that means "left eye" is

- A. OP
- B. OC
- C. OU
- D. OS
- E. OD

The abbreviation that means "left eye" is OS. In Latin, OS stands for *oculus sinister*.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

70. Cyanocobalamin is another name of which of the following vitamins?

- A. Vitamin B1
- B. Vitamin B2
- C. Vitamin B9
- D. Vitamin B12**
- E. Biotin

Cyanocobalamin is another name for vitamin B12. The body can convert this to any of a variety of vitamin B compounds.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 07.06

Topic: Vitamins

71. Retinol (vitamin A) deficiency can cause all of the following, except

- A. Amenorrhea**
- B. Infection
- C. Night blindness
- D. Xerophthalmia
- E. Dry mucous membranes

Retinol (vitamin A) deficiency can cause infection, night blindness, xerophthalmia, and dry mucous membranes, but does not cause amenorrhea. Retinol is very important for normal visual functions.

ABHES: 2.c Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 07.06

Topic: Vitamins

72. When using standard-sized letterhead to prepare a full-page business letter, the left and right margins should each be how many inches wide?

- A. 0.5
- B. 1**
- C. 1.5
- D. 2
- E. 2.5

When using standard-sized letterhead to prepare a full-page business letter, the left and right margins should each be 1 inch wide.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

73. Encouraging patients to think through and answer their own questions and concerns is a technique called

- A. Restating
- B. Reassuring
- C. Reflecting
- D. Rapport
- E. Focusing

Reflecting is a technique in which you can encourage patients to think through and answer their own questions and concerns. It differs from

restating in that it does not require you to identify the main point about the patient's questions and concerns.

ABHES: 7.g Display professionalism through written and verbal communications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.6.e Define coaching a patient as it relates to: adaptations relevant to individual patient needs

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 11.04

Topic: Improving your Communication Skills

74. The best description of the term "erythropoietin" is

- A. A hormone that stimulates red blood cell formation
- B. A disorder that causes an abnormal decrease of red blood cells
- C. A disorder that causes redness of the skin
- D. Abnormal shape of red blood cells
- E. Immature red blood cells

Erythropoietin is best described as a hormone that stimulates red blood cell formation. It is produced by the kidneys.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.10

Topic: Cardiovascular System

75. Which of the following is a type of reimbursement by a health maintenance organization (HMO) to a group of physicians on a per-person-per-month contract?

- A. Managed care
- B. Private pay
- C. Fee-for-service
- D. Capitation
- E. Co-payment

Capitation is a type of reimbursement by an HMO to a group of physicians on a per-person-per-month contract.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.C.1.a. Identify: types of third party plans

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.02

Topic: Types of Health Insurance

76. Which of the following is a licensed ambulatory healthcare worker?

- A. Phlebotomist
- B. Nurse practitioner**
- C. Medical assistant
- D. Cytotechnologist

A nurse practitioner is a licensed ambulatory healthcare worker. They are generally licensed through nursing boards rather than medical boards because they provide advanced nursing services.

ABHES: 1.d. List the general responsibilities and skills of the medical assistant

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: X.C.1 Differentiate between scope of practice and standards of care for medical assistants

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 01.01

Topic: The Profession of Medical Assisting

77. Which of the following terms means "administering medication via a route other than the alimentary canal"?

- A. Pectoral
- B. Popliteal
- C. Paramesial
- D. Parenteral**
- E. Parietal

The term *parenteral* means "administering medication via a route other than the alimentary canal."

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.7 Administer parenteral (excluding IV) medications

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 20.03

Topic: Methods of Administering Medications

78. The medical assistant is giving instructions to a patient. Which of the following types of body language on the part of the patient most effectively communicates understanding of the instructions?

- A. Touch
- B. Facial expression**
- C. Eye contact
- D. Personal space
- E. Posture

Facial expression is the type of body language that most effectively communicates the patient's understanding of the medical assistant's instructions.

ABHES: 7.g Display professionalism through written and verbal communications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.3 Recognize barriers to communication

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 11.03

Topic: Types of Communication

79. A group of bacteria considered to be the smallest freeliving organisms is known as

- A. Rickettsia
- B. Chlamydia
- C. Mycobacteria
- D. Mycoplasma**
- E. Legionella pneumophila

A group of bacteria considered to be the smallest free-living organisms is known as mycoplasma. These organisms lack cell walls.

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.2.a. Describe the infection cycle including: the infectious agent

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 05.01

Topic: Microorganisms

80. A 67-year-old deaf woman is scheduled for an appointment and is sitting in the waiting room. When the medical assistant is ready to escort the patient to an examination room, which of the following is the most appropriate method of getting her attention?

- A. Calling her name loudly from the doorway
 - B. Gently touching her shoulder**
 - C. Asking the interpreter to go find her
 - D. Asking the other patients in the waiting room if they know who she is
- A deaf patient should be alerted by gently touching her shoulder.

ABHES: 7.g Display professionalism through written and verbal communications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.4 Identify techniques for overcoming communication barriers

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 11.05

Topic: Communicating in Special Circumstances

81. Which of the following portions of a blood smear should be used to perform the differential blood cell count?

- A. Feathered edges of the smear**
- B. Thickest area of the smear
- C. Middle area of the smear
- D. Complete smear

The feathered edges of a blood smear should be used to perform the differential blood cell count.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

82. Which of the following instruments is used to examine a patient's blood pressure?

- A. Spirometer
- B. Sphygmomanometer**
- C. Ophthalmoscope
- D. Otoscope
- E. Bronchoscope

A sphygmomanometer is used to examine a patient's blood pressure. It is commonly referred to as a "blood pressure cuff."

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

83. In the chain of infection, a person with a compromised immune system would be which of the following links?

- A. Reservoir
- B. Portal of entry
- C. Means of transmission
- D. Infectious agent
- E. Susceptible host**

In the chain of infection, a person with a compromised immune system would be a "susceptible host."

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.2.c. Describe the infection cycle including: susceptible host

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 05.03

Topic: Microbes and the Human Body

84. The patient history and physical report begins with which of the following types of information?

- A. Review of systems
- B. Present illness
- C. Allergies
- D. Chief complaint**
- E. Past history

The patient history and physical report begins with the "chief complaint."

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.A.2 Apply critical thinking skills in performing patient care

CAAHEP: IV.P.8 Document patient care

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 17.02

Topic: Medical Interview

85. "The matter speaks for itself" is communicated as

- A. *Res ipsa loquitur*
- B. *Quid pro quo*
- C. *Res judicata*
- D. *Respondeat superior*

Res ipsa loquitur means "the matter speaks for itself." Such a situation would usually not occur without someone's direct negligence.

ABHES: 4.b.1. Institute federal and state guidelines when: Releasing medical records or information
Accessibility: Keyboard Navigation
Bloom's: Understand
CAAHEP: X.C.13.h. Define the following medical legal terms: respondent superior
Difficulty: Medium
Est Time: 0-1 minute
Learning Outcome: 08.02
Topic: The Law and Medicine

86. Which of the following information should be excluded from a resume?

- A. Names of references
- B. Professional licenses or certification
- C. Extracurricular activities
- D. Foreign language abilities
- E. Membership in professional organizations

The names of references should be excluded from a resume. These are usually provided by the jobseeker upon request from the employer.

ABHES: 10.a Perform the essential requirements for employment such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately
Accessibility: Keyboard Navigation
Bloom's: Remember
CAAHEP: XI.C.3 Identify the effect of personal morals on professional performance
Difficulty: Easy
Est Time: 0-1 minute
Learning Outcome: 01.06
Learning Outcome: 01.07
Topic: Externships

87. Which of the following is governed by the Uniform Anatomical Gift Act?

- A. Blood transfusions
- B. Medical experimentation
- C. Organ donations
- D. Death certificates
- E. Autopsies

Organ donations are governed by the Uniform Anatomical Gift Act. This act governs organ donations for transplantation and regulates the donation of cadavers for medical dissection.

ABHES: 4.e Perform risk management procedures
Accessibility: Keyboard Navigation
Bloom's: Remember
CAAHEP: X.C.7.e. Define: Uniform Anatomical Gift Act
Difficulty: Easy
Est Time: 0-1 minute
Learning Outcome: 08.03
Topic: Ethics

88. The physician has agreed to accept a new patient. A contract will exist when the patient

- A. Calls for information about the practice
- B. Provides medical records from her previous physician
- C. Is examined by the physician
- D. Arrives at the office

A contract between a physician and a new patient will exist when the patient is examined by the physician.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

89. Which of the following types of medical insurance is an example of "fee-for-service"?

- A. HMO
- B. Medicare Part D
- C. Medicare Part A
- D. Medicaid
- E. Blue Cross Blue Shield

Blue Cross Blue Shield is an example of a fee-for-service type of medical insurance. The other answer choices do not require a fee in order to receive service.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.C.1.a. Identify: types of third party plans

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.03

Topic: Types of Health Plans

90. Which of the following radiographic records is obtained after a contrast medium is injected into a patient's joint?

- A. Myelogram
- B. Cytogram
- C. Hysteroqram
- D. Angiogram
- E. Arthroqram

An arthroqram is obtained after a contrast medium is injected into a patient's joint.

ABHES: 2.c Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 22.02

Topic: Types of Diagnostic Imaging

91. In modified-block style, all lines begin where, with the exception of the date line, complimentary closing, and keyed signature?

- A. In the center
- B. At the left margin**
- C. At the right margin
- D. At a justified position
- E. At the top

In modified-block style, all lines begin at the left margin. This is except for the date line, complimentary closing, and keyed signature, which are usually centered.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

92. Which of the following is the primary purpose of a computer password?

- A. Stores information
- B. Starts and shuts down the computer
- C. Prevents unauthorized access to data**
- D. Backs up computer files
- E. Encrypts information

The purpose of a computer password is to prevent unauthorized access to data.

ABHES: 7.h Perform basic computer skills

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.05

Topic: Security in the Computerized Office

93. Which of the following types of drugs is used as an anticoagulant?

- A. Xylocaine
- B. Dilantin
- C. Zocor
- D. Coumadin**
- E. Inderal

Coumadin is used as an anticoagulant. It is a trade name for the generic drug warfarin.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11.a. Identify classifications of medications including: indications for use

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.08

Topic: Pharmacology of the Cardiovascular System

94. The suffix *-rrhexis* means

- A. Repair
- B. Rupture**
- C. Stasis
- D. Nose
- E. Nasal

The suffix *-rrhexis* means "rupture." For example, the term myorrhesis means "rupture of a muscle."

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 02.01

Topic: Word Building

95. A vacutainer tube with which of the following colored stoppers contains no additives?

- A. Green
- B. Red**
- C. Yellow
- D. Blue
- E. Lavender

A vacutainer tube with a red stopper contains no additives.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

96. The difference between systolic and diastolic pressure is referred to as

- A. Pulse pressure**
- B. Pulse deficit
- C. Bounding pulse
- D. Unequal pressure
- E. None of these

The difference between systolic and diastolic pressure is referred to as pulse pressure.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

97. In the term *urethrostenosis*, the suffix *-stenosis* means

- A. Softening
- B. Narrowing**
- C. Resembling
- D. Enlarging
- E. Drooping

In the term *urethrostenosis*, the suffix *-stenosis* means "narrowing."

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

98. Which of the following terms refers to the rule and principles of conduct that are required of citizens by legislative enactments?

- A. Philosophy
- B. Morals
- C. Ethics
- D. Etiquette
- E. Laws**

Laws are the rules and principles of conduct required of citizens by legislative enactments.

ABHES: 4.e Perform risk management procedures

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 08.03

Topic: Ethics

99. Which of the following is included in a memorandum?

- A. Signature
- B. Salutation
- C. Subject line**
- D. Inside address
- E. Complimentary close

The subject line is included in a memorandum. Memorandum forms are generally used for informal correspondence.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

100. Who believed that the basic needs of humans must be met before upper-level functioning can occur?

- A. Maslow
- B. Kübler-Ross
- C. Piaget
- D. Salk
- E. Freud

Maslow believed that the basic needs of humans must be met before upper-level functioning can occur.

ABHES: 5.e Analyze the effect of hereditary and environmental influences on behavior

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.A.3.f. Demonstrate respect for individual diversity including: appearance

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 06.04

Topic: Humanistic Theory of Personality

101. Which of the following medical terms describes the surgical formation of a temporary opening in a joint for drainage purposes?

- A. Arthrotomy
- B. Arthroscopy
- C. Arthroostomy
- D. Arthrectomy
- E. Arthroplasty

Arthroostomy describes the surgical formation of a temporary opening in a joint for drainage purposes.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 04.06

Topic: Major Diseases and Disorders

102. Which of the following topics is included in an office procedures manual?

- A. Chain of command for staff use
- B. Paid holiday and vacation time
- C. Documentation requirements for patient care
- D. Annual employment evaluations
- E. Performance expectations based on job description

Documentation requirements for patient care are included in an office procedures manual.

ABHES: 10.b Demonstrate professional behavior

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.4.a. Coach patients regarding: office policies

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.03

Topic: Policies and Procedures

103. Which of the following is the most appropriate turnaround time for payment of an account?

- A. 7 days
- B. 15 days
- C. 30 days
- D. 60 days
- E. 90 days

The most appropriate turnaround time for payment of an account is 30 days.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: II.C.1. Demonstrate knowledge of basic math computations

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.04

Topic: Billing and Collections

104. Which of the following foods is chemically broken down by saliva?

- A. Nucleic acids
- B. Proteins
- C. Carbohydrates
- D. Lipids
- E. None of these

Carbohydrates are chemically broken down by saliva. Saliva is produced by the salivary glands.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.7 Describe the normal function of each body system

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.12

Topic: Digestive System

105. Which of the following is the causative agent of candidiasis?

- A. Virus
- B. Protozoa
- C. Yeast
- D. Bacteria

Yeast is the causative agent of candidiasis. This type of yeast is microscopic.

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: III.C.2.a. Describe the infection cycle including: the infectious agent

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 05.01

Topic: Microorganisms

106. Which of the following suffixes means "to crush"?

- A. —tripsy
- B. —tropic
- C. —tresia
- D. —tomy
- E. —tocia

The suffix *-tripsy* means "to crush". An example is *lithotripsy* which means "crushing of stones," a procedure used to destroy kidney, gallbladder, or liver stones.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

107. The Current Procedural Terminology (CPT) coding system is based on a main number with how many digits?

rev: 12_17_2014_QC_CS-2821

- A. Three
- B. Four
- C. Five
- D. Six
- E. Seven

The CPT coding system is based on a main number with five digits.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: IX.C.1 Describe how to use the most current procedural coding system

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 15.04

Topic: Procedure Codes

108. Which of the following shows the state of finances of a business?

- A. Balance sheet
- B. Trial balance
- C. Day sheet
- D. Patient ledger

A balance sheet shows the state of finances of a business. It details patient charges and identifies which charges are still unpaid and for how long they have been outstanding.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: II.C.1. Demonstrate knowledge of basic math computations

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.02

Topic: Accounting

109. When a physician offers open office hours, which of the following best describes when patients are seen by the physician?

- A. In 15-minute intervals
- B. At the time of their appointment
- C. At the physician's discretion
- D. As soon as they arrive at the office
- E. In the order of their arrival

When a physician offers open office hours, patients are seen in order of their arrival.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

110. Which of the following computer terms is defined as "an accumulation of data to be processed"?

- A. Interface
- B. Menu
- C. Memory
- D. Backup
- E. Batch

The term *batch* is defined as an accumulation of data to be processed by a computer.

ABHES: 7.h Perform basic computer skills

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 12.05

Topic: Security in the Computerized Office

111. The most widely used filing system for medical practices is called

- A. Chronological filing
- B. Alphanumeric filing
- C. Subject filing
- D. Color-coded filing
- E. Numerical color-coding filing

The most widely used filing system for medical practices is called subject filing.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.5 File patient medical records

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

112. Stretching of the stomach is called

- A. Gastritis
- B. Stomatitis
- C. Splenomegaly
- D. Gastroenteritis
- E. Gastrectasia

Stretching of the stomach is called *gastrectasia*. It may be accompanied by pain, vomiting, rapid pulse, and decreased body temperature.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 04.06

Topic: Major Diseases and Disorders

113. When performing a Hemocult test, which color is a positive indicator of blood?

- A. Green
- B. Yellow
- C. Orange
- D. Blue
- E. Brown

When performing a Hemocult test, the color blue is a positive indicator of blood.

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.10 Perform a quality control measure

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.03

Topic: Medical Microbiology

114. Which of the following terms means "preparing items for filing by removing loose pieces of tape or paper clips"?

- A. Indexing
- B. Annotating
- C. Sorting
- D. Coding
- E. Conditioning

Sorting means "preparing items for filing by removing loose pieces of tape or paper clips."

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.P.5 File patient medical records

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

115. A 53-year-old woman comes to the medical clinic because she has a headache. Her blood pressure is 120/75 mm Hg, her pulse is 130 bpm, her temperature is 37.3 degrees Celsius (99.2 degrees Fahrenheit), and her respirations are 18/min. Which of the following terms would most likely be documented in the patient's chart?

- A. Hypertension
- B. Hypotension
- C. Bradypnea
- D. Tachycardia
- E. Febrile

This patient with a 130 bpm pulse rate and other related symptoms is most likely experiencing tachycardia.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

116. Quality-control tests are performed daily in laboratories for which of the following reasons?

- A. To pass inspection by the Occupational Safety and Health Administration (OSHA)
- B. To determine whether test results are accurate
- C. To comply with local health department regulations
- D. To comply with state regulations
- E. To pass proficiency tests

Quality-control tests are performed daily in laboratories to determine whether test results are accurate.

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.10 Perform a quality control measure

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 25.03

Topic: Medical Microbiology

117. The need for increasing doses of medication to maintain the desired therapeutic effect is a result of

- A. Synergism
- B. Cumulative action
- C. Tolerance**
- D. Trigger action
- E. Pharmacogenetics

The need for increasing doses of medication to maintain the desired therapeutic effect is a result of tolerance.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

118. How often must employers file Federal Tax Form 941?

- A. Every two weeks
- B. Every three months**
- C. Every four months
- D. Every six months
- E. Every twelve months

Employers must file Federal Tax Form 941 every three months; it is a quarterly tax return form.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VII.C.1.c. Define the following bookkeeping terms: accounts receivable

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 13.05

Topic: Accounts Payable

119. Which of the following additives is used as an anticoagulant in a blood specimen collected to determine a complete blood cell count?

- A. Thrombin
- B. EDTA**
- C. Sodium heparin
- D. Sodium citrate
- E. Potassium oxalate

EDTA is an additive used as an anticoagulant in a blood specimen collected to determine a complete blood cell count.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

120. Which type of endorsement should be used on a check that is being mailed to the bank for deposit?

- A. Conditional
- B. Qualified
- C. Blank
- D. Special
- E. Restrictive

A restrictive endorsement should be used on a check that is being mailed to the bank for deposit.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VII.C.2 Describe banking procedures as related to the ambulatory care setting

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 13.03

Topic: Banking for the Medical Office

121. The root word *enter* refers to the

- A. Stomach
- B. Spleen
- C. Intestines
- D. Liver
- E. Bladder

The root word *enter* refers to the intestine. An example is *gastroenteritis*, which means "inflammation of the gastrointestinal tract," which often is centered in the intestines.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

122. Which of the following computer pointing devices is the most commonly used?

- A. Touch pad
- B. Trackball
- C. Modem
- D. Scanner
- E. Mouse

The mouse is the most commonly used pointing device. It is more common than the touch pad or trackball. The modem and scanner are not pointing devices.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.03

Topic: Computer Systems

123. The obturator foramen is located in which of the following bones?

- A. Hipbone
- B. Skull
- C. Knee
- D. Face
- E. None of these

The obturator foramen is a large opening on each side of the lower part of the hipbone.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.07

Topic: Musculoskeletal System

124. The pectoralis major muscle is in which part of the body?

- A. Chest
- B. Abdomen
- C. Thigh
- D. Skull

The pectoralis major muscle is located in the chest, specifically the upper anterior chest.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.07

Topic: Musculoskeletal System

125. Which of the following medical terms is spelled correctly?

- A. Percardiectomy
- B. Phelbitis
- C. Thromboectomy
- D. Valvetemy
- E. Venipuncture

"Venipuncture" is the only term in this list that is spelled correctly.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

126. Repair of a rupture in the liver is referred to as

- A. Hepatorrhaphy
- B. Cystorrhaphy
- C. Hepatitis
- D. Hepatorrhexis
- E. Hepatomegaly

Repair of a rupture of the liver is referred to as hepatorrhaphy. The suffix -rrhaphy means surgical repair of a rupture, and "hepato" means liver.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

127. Which of the following vitamins is necessary for hemoglobin synthesis?

- A. B₁₂
- B. C
- C. D
- D. E
- E. K

Vitamin B₁₂ is necessary for hemoglobin synthesis. It is also essential for the production of erythrocytes.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 07.06

Topic: Vitamins

128. In an adult patient, which of the following arteries is used to obtain a blood pressure reading?

- A. Carotid
- B. Subclavian
- C. Brachial
- D. Ulna
- E. Aorta

The brachial artery is used in adults to obtain blood pressure readings.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

129. Restriction of sodium in the diet is very common for patients with all of the disorders or conditions, except

- A. Hypertension
- B. Renal disease with edema
- C. Addison's disease
- D. Congestive heart failure
- E. Cirrhosis

Restriction of dietary sodium is not used for patients with Addison's disease, because they are already low in sodium.

ABHES: 2.d.ii Educate patients regarding proper diet and nutrition guidelines

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.6 Compare structure and function of the human body across the life span

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 07.08

Topic: Nutrition and Diet Needs

130. Which type of gastric cells secrete pepsinogen?

- A. Goblet cells
- B. Parietal cells
- C. Chief cells
- D. Intrinsic cells
- E. None of these

Chief cells are the type of gastric cells that secrete pepsinogen.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

ABHES: 8.c. Assist provider with general/physical examination

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

CAAHEP: I.C.7 Describe the normal function of each body system

CAAHEP: I.P.11.e. Obtain specimens and perform: CLIA waived microbiology test

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.12

Topic: Digestive System

131. Which of the following instruments is most appropriate for retinal testing?

- A. Tonometer
- B. Pen light
- C. Gonioscope
- D. Ophthalmoscope**
- E. Slit lamp

An ophthalmoscope is most appropriate for retinal testing. They are regularly used for eye examinations by optometrists and ophthalmologists.

ABHES: 8.c. Assist provider with general/physical examination

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

CAAHEP: I.P.11.e. Obtain specimens and perform: CLIA waived microbiology test

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 17.03

Topic: Physical Examination

132. The degree of pathogenicity or relative power of an organism to produce a disease is called

- A. Contagion
- B. Purulence
- C. Pathogenesis
- D. Carcinogenicity
- E. Virulence**

The degree of pathogenicity or relative power of an organism to produce a disease is called virulence.

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: III.C.2.a. Describe the infection cycle including: the infectious agent

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 05.03

Topic: Microbes and the Human Body

133. The deltoid muscle is commonly used for injection of all of the following, except

- A. Tetanus boosters in adults
- B. Rabies vaccines after exposure
- C. Penicillin**
- D. Vitamin B₁₂
- E. Hepatitis B vaccine

Since penicillin is injected in an amount of at least 5 cc, it cannot be injected into the deltoid muscle. It is generally injected into the gluteus

medius muscle of the buttocks.

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.7 Administer parenteral (excluding IV) medications

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 20.03

Topic: Methods of Administering Medications

134. Which of the following is most likely to interpret the results of magnetic resonance imaging (MRI)?

- A. Gynecologist
- B. Radiologist**
- C. Hematologist
- D. Oncologist
- E. Dermatologist

A radiologist is most likely to interpret the results of an MRI because he or she is a trained specialist in the field of radiology, which includes MRI.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 22.02

Topic: Types of Diagnostic Imaging

135. Which of the following is included in a patient's vital signs?

- A. Visual acuity
- B. Reflexes
- C. Respiration rate**
- D. Chest circumference
- E. Height and weight

The patient's respiration rate is included in his or her vital signs, along with blood pressure, heart rate (in beats per minute), and so on.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

136. Which of the following protects a computer monitor's screen from "burning in" by changing the display at short intervals?

- A. Password
- B. Screen saver**
- C. Terminal
- D. Surge protector
- E. Dust cover

A screen saver protects a computer monitor's screen from "burning in" by changing the display at short intervals.

ABHES: 7.h Perform basic computer skills

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 12.06

Topic: Computer System Care and Maintenance

137. A 71-year-old woman with weak leg muscles is advised to use axillary crutches. She can bear weight on both legs, but she has poor balance. When instructing her in the use of axillary crutches, the medical assistant should show her which of the following crutch-gait patterns?

- A. Two-point
- B. Three-point
- C. Four-point alternating
- D. Five-point

When instructing the patient in this question about using axillary crutches, the medical assistant should show the patient the four-point alternating crutch-gait pattern.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

ABHES: 8.c. Assist provider with general/physical examination

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 23.03

Topic: Treatment

138. Which of the following terms is used to describe a software application that allows users to locate and display websites?

- A. Flash
- B. Banner
- C. Browser
- D. Cookie
- E. Cache

A browser is a software application that allows users to locate and display websites.

ABHES: 7.h Perform basic computer skills

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.8. Discuss applications of electronic technology in professional communication

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.04

Topic: Using Computer Software

139. Which of the following terms describes the process of linking two or more computers?

- A. Compressing
- B. Configuring
- C. Networking**
- D. Encrypting
- E. Rendering

Networking describes the process of linking two or more computers. Computers may be networked in close proximity or at far distances from each other.

ABHES: 7.b Navigate electronic health records systems and practice management software

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 12.03

Topic: Computer Systems

140. *Choroid* refers to the anatomy of the

- A. Ear
- B. Eye**
- C. Brain
- D. Liver
- E. Bladder

The term *choroid* refers to the anatomy of the eye. It is the vascular layer lying between the retina and sclera.

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.09

Topic: Sensory System

141. A 13-year-old boy with type 1 diabetes mellitus needs to modify his lifestyle. Which of the following is the most effective way for the medical assistant to educate him?

- A. Tell him to call the office if he has questions
- B. Explain type 1 diabetes mellitus on a level he can understand**
- C. Refer him to a registered dietician
- D. Give him a brochure on type 1 diabetes mellitus
- E. Give him a video about type 1 diabetes mellitus

For this thirteen-year-old diabetic patient, the medical assistant should explain type 1 diabetes mellitus on a level that he can understand.

ABHES: 8.h Teach self-examination, disease management and health promotion

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.5.b. Coach patients appropriately considering: developmental life stage

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 17.03

Topic: Physical Examination

142. Safety regulations require a medical assistant to wear a dosimeter when using which of the following pieces of equipment?

- A. Spirometer
- B. Ultrasound
- C. Electromyography
- D. Radiograph**
- E. Doppler

Safety regulations require a medical assistant to wear a dosimeter when using a radiograph.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

CAAHEP: XII.P.5 Evaluate the work environment to identify unsafe working conditions

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 22.05

Topic: Safety and Storage

143. The presence of which of the following substances in urine most likely indicates increased metabolism of fat?

- A. Ketones**
- B. Glucose
- C. Hemoglobin
- D. Bilirubin
- E. Albumin

The presence of ketones in urine most likely indicates increased fat metabolism.

ABHES: Instruct patients in the collection of: Clean-catch mid-stream urine specimens

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 25.02

Topic: Collecting and Testing Urine

144. Which of the following portions of the brain controls memory, judgment, and emotion?

- A. Medulla oblongata
- B. Thalamus
- C. Pons
- D. Cerebellum
- E. Cerebrum**

The cerebrum controls memory, judgment, and emotion. Along with the diencephalon, it constitutes the forebrain.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.7 Describe the normal function of each body system

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.08

Topic: Nervous System

145. Which of the following is an abnormality of the digestive system?

- A. Blepharoptosis
- B. Cholelithiasis**
- C. Diaphoresis
- D. Atelectasis
- E. Tinnitus

Cholelithiasis is an abnormality of the digestive system and is described as the development of gallstones in the gallbladder.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

146. The physician prescribes 0.7 gram of aspirin for a patient. Aspirin is available in 350 mg tablets. How many tablets should the patient receive?

- A. 0.5
- B. 1
- C. 1.5
- D. 2**
- E. 2.5

The patient in this question should receive 2 tablets. Each tablet contains 350 mg, and $350 \times 2 = 700$ mg (which is equal to 0.7 gram).

ABHES: 6.b Demonstrate accurate occupational math and metric conversions for proper medication administration

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions

Accessibility: Keyboard Navigation

Bloom's: Apply

CAAHEP: I.P.6 Administer oral medications

Difficulty: Hard

Est Time: 0-1 minute

Learning Outcome: 20.02

Topic: Measuring Medication and Dosage Calculations

147. Which of the following is the most appropriate initial step before applying sterile surgical gloves?

- A. Removing jewelry from hands and wrists**
- B. Rinsing hands with warm water
- C. Applying sterile surgical gloves
- D. Putting on a laboratory coat

Removing jewelry from hands and wrists is the most appropriate initial step before applying sterile surgical gloves.

ABHES: 8.a Practice standard precautions and perform disinfection/sterilization techniques

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: III.C.5 Define the principles of standard precautions

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 16.02

Topic: Medical and Surgical Asepsis

148. When a child is covered by separate insurance policies through each parent, the policy of which parent is considered primary?

- A. Either parent
- B. The father
- C. The mother
- D.** The parent whose birthday falls first
- E. The parent whose birthday falls last

When a patient is covered by separate insurance policies through each parent, the policy of the parent whose birthday falls first is considered primary.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.P.4 Complete an insurance claim form

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.01

Topic: Medical Insurance Terminology

149. The primary purpose of cardiopulmonary resuscitation (CPR) is to

- A. Supply oxygen to vital tissue
- B. Restore the normal acid-base balance
- C.** Restore palpable peripheral pulse
- D. Increase the blood pressure
- E. Provide carbon dioxide to vital heart tissue

The primary purpose of cardiopulmonary resuscitation (CPR) is to restore palpable peripheral pulse.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 24.01

Topic: Emergencies

150. If a patient is chronically late and requires more of the physician's time than most patients, when should this patient's appointment be scheduled?

- A. First appointment of the day
- B.** Last appointment of the day
- C. Last appointment before lunch
- D. First appointment after lunch

If a patient is chronically late and requires more of the physician's time than most patients, he or she should be scheduled for the last appointment of the day.

ABHES: 7.e. Apply scheduling principles

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.1 Manage appointment schedule using established priorities

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.01

Topic: Appointments and Schedules

151. A physician advises a 28-year-old patient to increase his daily intake of complex carbohydrates. To do this, it is most appropriate to increase intake of which of the following foods?

- A. Fruits
- B. Fish
- C. Peas
- D. Beans
- E. Breads

To increase the daily intake of complex carbohydrates, it is most appropriate to increase intake of breads.

ABHES: 2.d.ii Educate patients regarding proper diet and nutrition guidelines

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.6 Compare structure and function of the human body across the life span

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 07.03

Topic: Carbohydrates

152. The suffix *-phasia* means

- A. Swallowing
- B. Breathing
- C. Phrasing
- D. Fear
- E. Speech

The suffix *-phasia* means "speech." For example, the term *aphasia* is defined as "an acquired language disorder" that involves difficulty in speaking, writing, and understanding language.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

153. What defense mechanism involves a self-justifying explanation that is substituted for an unacceptable one?

- A. Displacement
- B. Projection
- C. Sublimation
- D. Repression
- E. Rationalization

Rationalization is a defense mechanism that involves a self-justifying explanation that is substituted for an unacceptable one.

ABHES: 5.a Respond appropriately to patients with abnormal behavior patterns

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.5.c. Coach patients appropriately considering: communication barriers

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 06.03

Topic: Personality

154. A 14-year-old boy has an obvious bony deformity of the thigh. An X-ray study of which of the following bones should be ordered?

- A. Fibula
- B. Femur**
- C. Tibia
- D. Humerus
- E. Radius

An X-ray study of the femur bone should be ordered for this 14-year-old boy with a bony deformity of the thigh.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.07

Topic: Musculoskeletal System

155. An official paper ordering a person to appear in court under penalty for failure to do so is called a

- A. Felony
- B. Subpoena**
- C. Plaintiff
- D. Slander
- E. Battery

A subpoena is an official paper ordering a person to appear in court under penalty for failure to do so.

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 08.01

Topic: Law

156. A blood sample is collected from a patient, and the plasma is pink to red in color. Which of the following is the most likely cause?

- A. Polycythemia
- B. Agglutination
- C. Hemolysis**
- D. Lipemia
- E. Icterus

Hemolysis is the most likely cause of the patient's blood sample appearing pink to red in color.

ABHES: 9.d.1 Perform venipuncture

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 25.01

Topic: Collecting and Testing Blood

157. Which of the following is a form used to identify the number of withholding allowances chosen by an employee?

- A. I-9
- B. 1090
- C. 1099
- D. W-2
- E. W-4**

A W-4 form is used to identify the number of withholding allowances chosen by an employee.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VII.C.1.c. Define the following bookkeeping terms: accounts receivable

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.05

Topic: Accounts Payable

158. When are business accounts considered to be “in balance”?

- A. When there are more payables than assets
- B. When total ending balances of patient ledgers equal the total accounts receivable**
- C. When there are more assets than payables
- D. When computer posting has occurred
- E. When the daysheet matches the ledger card

Business accounts are considered to be in balance when total ending balances of patient ledgers equal the total accounts receivable.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: II.C.1. Demonstrate knowledge of basic math computations

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 13.02

Topic: Accounting

159. All of the following are objectives of good records management, except

- A. Complying with legal safeguards
- B. Retrieving information faster
- C. Reducing misfiles
- D. Saving space
- E. Creating additional records in order to be thorough**

Good records management is not designed to create additional records, but rather to prevent the creation of unnecessary records. It also aims to comply with legal safeguards, retrieve information faster, reduce misfiles, save space, reduce filing equipment expenditures, and save both physicians and patients time.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VI.P.5 File patient medical records

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 10.02

Topic: Medical Records and Filing

160. Which of the following morphologic structures is characteristic of bacilli?

- A. Rod
- B. Ova
- C. Sphere
- D. Cluster
- E. Chain

Bacilli are characterized by having rod-shaped structures.

ABHES: 9.a Practice quality control

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: III.C.2.a. Describe the infection cycle including: the infectious agent

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 05.01

Topic: Microorganisms

161. Which of the following is the insurance program that provides for the medically indigent?

- A. CHAMPUS/Tricare
- B. CHAMPVA
- C. Medicaid
- D. Medicare
- E. Blue Shield

Medicaid is the insurance program that provides for the medically indigent. It pays the costs of patient medical services directly to healthcare providers.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.C.1.a. Identify: types of third party plans

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.03

Topic: Types of Health Plans

162. Which of the following is a document that shows how the amount of the benefit was determined?

- A. Medicare audit form
- B. Explanation of benefits form
- C. Patient encounter form
- D. Coordination of benefits
- E. Advanced beneficiary notice form

The "coordination of benefits" form shows how the amount of the benefit was determined. This prevents duplicate payment for the same service.

ABHES: 7.d Process insurance claims

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.P.4 Complete an insurance claim form

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 14.01

Topic: Medical Insurance Terminology

163. How should a medical assistant conduct a patient interview when the patient is an eight-year-old boy who has severe bruises on the right leg?

- A. Finish the child's sentences
- B. Ask leading questions
- C. Ask closed-ended questions
- D. Allow the child to answer each question in his own words**
- E. Allow the parent to answer for the child

When an eight-year-old boy has severe bruises on his right leg, the medical assistant should allow the child to answer each question in his

own words.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

ABHES: 8.c. Assist provider with general/physical examination

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

CAAHEP: V.C.1 Identify styles and types of verbal communication

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 17.03

Topic: Physical Examination

164. Which of the following has jurisdiction over the manufacture and distribution of controlled substances in the United States?

- A. Bureau of Alcohol, Tobacco, and Firearms (ATF)
- B. American Medical Association (AMA)
- C. Federal Trade Commission (FTC)
- D. Food and Drug Administration (FDA)**
- E. Drug Enforcement Administration (DEA)

The Food and Drug Administration (FDA) has jurisdiction over the manufacture and distribution of controlled substances in the United States.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d.

adverse reactions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

165. Which of the following procedures is performed to view a cross section of an organ?

- A. Pyelography
- B. Ultrasonography
- C. Hystero-graphy
- D. Lymphography
- E. Tomography**

A tomography is performed to view a cross section of an organ. It uses waves of energy to image sections of organs and other structures.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 22.02

Topic: Types of Diagnostic Imaging

166. Which of the following in the urine indicates a urinary tract infection?

- A. Ketones
- B. Nitrite**
- C. Urobilin
- D. Bilirubin
- E. Uric acid

Nitrite occurs in urine when bacteria break down nitrate. It indicates a urinary tract infection.

ABHES: 9.b.1. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Urinalysis

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 25.02

Topic: Collecting and Testing Urine

167. Wilms' tumor is seen in children younger than 5 years of age in which of the following organs?

- A. Lungs
- B. Brain
- C. Liver
- D. Kidneys**
- E. Testes

Wilms' tumor is seen in children younger than 5 years of age, in the kidneys. It is the most common kidney tumor of childhood.

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.9. Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 04.06

Topic: Major Diseases and Disorders

168. Which of the following terms best describes signs and symptoms that come and go?

- A. Latent
- B. Intermittent**
- C. Acute
- D. Cardinal
- E. Constitutional

The term *intermittent* best describes signs and symptoms that come and go.

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 18.01

Topic: Vital Signs

169. Which of the following is the most appropriate reference for a medical assistant to identify the action of a particular medication?

- A. *The American Hospital Formulary*
- B. *United States Pharmacopeia*
- C. *The Physician's Desk Reference (PDR)***
- D. *Family Physician's Compendium of Drug Therapy*
- E. *Abridged Index Medicus*

The *Physician's Desk Reference (PDR)* is the most appropriate reference for a medical assistant to identify the action of a particular medication.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

170. Which of the following procedures is performed by an orthopedist?

- A. Bronchoscopy
- B. Laparoscopy
- C. Arthroscopy**
- D. Colonoscopy
- E. Cystoscopy

An arthroscopy (examination or treatment of damage to a joint) is performed by an orthopedist.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 02.01

Topic: Word Building

171. Which of the following is an abbreviation representing a prescription written for a patient?

- A. Rx
- B. Tx
- C. Px
- D. Hx
- E. Sx

The Rx abbreviation represents a prescription written for a patient. It identifies "prescription drugs" from "over the counter" drugs.

ABHES: 3.d Define and use medical abbreviations when appropriate and acceptable

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

172. Which of the following classes of mail should be used to send an item that has significant monetary value?

- A. Priority
- B. Express
- C. First class
- D. Registered
- E. Certified

Registered mail should be used to send an item that has significant monetary value.

ABHES: 7.a Gather and process documents

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 09.02

Topic: Managing Correspondence and Mail

173. A medical assistant earns \$15.00 per hour and works 40 hours during a one-week pay period. Federal taxes for the Federal Insurance Contributions Act (FICA) are withheld at 7.65 percent. How much money will be withheld from her gross earnings for a one-week pay period?

- A. \$22.65
- B. \$34.60
- C. \$45.90
- D. \$57.30
- E. \$76.50

In this question, \$45.90 will be withheld from the medical assistant's gross earnings for a one-week pay period. This is based on the FICA taxes calculated as 7.65 percent of the gross amount of \$600.00. The gross amount she earned is calculated by multiplying 40 hours times \$15.00 per hour.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Apply

CAAHEP: VII.C.1.c. Define the following bookkeeping terms: accounts receivable

Difficulty: Hard

Est Time: 0-1 minute

Learning Outcome: 13.05

Topic: Accounts Payable

174. When submitting an insurance claim, which of the following *International Classification of Diseases, Clinical Modification (ICD-CM)* codes should be placed on the form first?

- A. Principal diagnosis
- B. Rule out conditions
- C. Conditions previously treated
- D. Conditions that coexist at the time of the visit

When submitting an insurance claim, the *ICD-CM* code for "principal diagnosis" should be placed on the form first.

ABHES: 7.c. Perform billing and collection procedures

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: VIII.C.3. Describe how to use the most current diagnostic coding classification system

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 15.03

Topic: Diagnosis Codes: The ICD-10-CM

175. The corpus luteum secretes which of the following hormones?

- A. Prolactin
- B. Testosterone
- C. Estrogen
- D. Epinephrine
- E. Progesterone**

The corpus luteum secretes progesterone. It is a temporary endocrine structure required to maintain the endometrium.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.7 Describe the normal function of each body system

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 03.15

Topic: Reproductive System

176. Physicians who administer controlled substances are required to register with which of the following organizations?

- A. Federal Trade Commission (FTC)
- B. Drug Enforcement Administration (DEA)**
- C. Food and Drug Administration (FDA)
- D. U.S. Public Health Service (PHS)
- E. American Medical Association (AMA)

Physicians who administer controlled substances are required to register with the DEA.

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 19.02

Topic: Drugs and Their Effects

177. Teaching patients how to perform a procedure is best accomplished by which of the following?

- A. Lecture
- B. Video
- C. Brochure
- D. Internet
- E. Demonstration**

Teaching patients how to perform a procedure is best accomplished by demonstration.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 23.03

Topic: Treatment

178. A cell that contains a membrane-bound nucleus with chromosomes is called a

- A. Basophil
- B. Eukaryote**
- C. Prokaryote
- D. Virus
- E. Mold

A cell that contains a membrane-bound nucleus with chromosomes is called a eukaryote. Kary/o means nucleus.

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions)

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 02.04

Topic: Medical Terminology in Practice

179. Which of the following bones is located in the foot?

- A. Tibia
- B. Mandible
- C. Metacarpal
- D. Metatarsal**
- E. Fibula

The metatarsal bones are located in the foot. They are the bones that attach the back of the foot to the toes.

ABHES: 2.a List all body systems, their structure and functions

ABHES: 3.c Apply medical terminology for each specialty

Accessibility: Keyboard Navigation

Bloom's: Remember

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems

Difficulty: Easy

Est Time: 0-1 minute

Learning Outcome: 03.07

Topic: Musculoskeletal System

180. Malabsorption of vitamin B₁₂ results in

- A. Goiter
- B. Scurvy
- C. Rickets
- D. Osteomalacia
- E. Pernicious anemia**

Malabsorption of vitamin B₁₂ results in pernicious anemia, a form of megaloblastic anemia.

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system

Accessibility: Keyboard Navigation

Bloom's: Understand

CAAHEP: I.C.7 Describe the normal function of each body system

Difficulty: Medium

Est Time: 0-1 minute

Learning Outcome: 07.06

Topic: Vitamins

Practice Exam 2 Summary

Category, # of Questions

ABHES: 1.d. List the general responsibilities and skills of the medical assistant, 1

ABHES: 10.a Perform the essential requirements for employment such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately, 1

ABHES: 10.b Demonstrate professional behavior, 1

ABHES: 2.a List all body systems, their structure and functions, 8

ABHES: 2.b Describe common diseases, symptoms and etiologies as they apply to each system, 6

ABHES: 2.c Identify diagnostic and treatment modalities as they relate to each body system, 2

ABHES: 2.c. Identify diagnostic and treatment modalities as they relate to each body system, 9

ABHES: 2.d.ii Educate patients regarding proper diet and nutrition guidelines, 2

ABHES: 3.a Define and use entire basic structure of medical terminology and be able to accurately identify the correct context (i.e. root, prefix, suffix, combinations, spelling, and definitions), 15

ABHES: 3.c Apply medical terminology for each specialty, 18

ABHES: 3.d Define and use medical abbreviations when appropriate and acceptable, 2

ABHES: 4.b.1. Institute federal and state guidelines when: Releasing medical records or information, 2

ABHES: 4.e Perform risk management procedures, 2

ABHES: 4.f.1 Define scope of practice for the medical assistant within the state that the medical assistant is employed, 5

ABHES: 4.f.2 Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings, 1

ABHES: 5.a Respond appropriately to patients with abnormal behavior patterns, 4

ABHES: 5.e Analyze the effect of hereditary and environmental influences on behavior, 1

ABHES: 6.a Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications, 10

ABHES: 6.b Demonstrate accurate occupational math and metric conversions for proper medication administration, 1

ABHES: 7.a Gather and process documents, 14

ABHES: 7.b Navigate electronic health records systems and practice management software, 8

ABHES: 7.c. Perform billing and collection procedures, 15

ABHES: 7.d Process insurance claims, 7

ABHES: 7.e. Apply scheduling principles, 9

ABHES: 7.g Display professionalism through written and verbal communications, 4

ABHES: 7.h Perform basic computer skills, 4

ABHES: 8.a Practice standard precautions and perform disinfection/sterilization techniques, 3

ABHES: 8.b Obtain vital signs, obtain patient history, and formulate chief complaint, 9

ABHES: 8.c. Assist provider with general/physical examination, 4

ABHES: 8.d. Assist provider with specialty examination including cardiac, respiratory, OB-GYN, neurological, gastroenterology procedures, 1

ABHES: 8.e Perform specialty procedures, including but not limited to, minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures, 3

ABHES: 8.f Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions, 5

ABHES: 8.h Teach self-examination, disease management and health promotion, 1

ABHES: 9.a Practice quality control, 6

ABHES: 9.b.1. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Urinalysis, 3

ABHES: 9.b.5. Perform selected CLIA-waived tests that assist with diagnosis and treatment: Microbiology testing, 6

ABHES: 9.d.1 Perform venipuncture, 6

ABHES: Instruct patients in the collection of: Clean-catch mid-stream urine specimens, 2

Accessibility: Keyboard Navigation, 180

Bloom's: Apply, 2

Bloom's: Remember, 84

Bloom's: Understand, 94

CAAHEP: I.A.1. Apply critical thinking skills in performing patient assessment, 8

CAAHEP: I.A.2 Apply critical thinking skills in performing patient care, 1

CAAHEP: I.C.11. Identify the classifications of medications including: a. indications for use b. desired effects c. side effects d. adverse reactions, 7

CAAHEP: I.C.11.a. Identify classifications of medications including: indications for use, 2

CAAHEP: I.C.6 Compare structure and function of the human body across the life span, 2

CAAHEP: I.C.7 Describe the normal function of each body system, 11

CAAHEP: I.C.9. Analyze pathology for each body system including: a. diagnostic measures b. treatment modalities, 1

CAAHEP: I.P.1. Measure and record: a. blood pressure b. temperature c. pulse d. respirations e. height f. weight, 8

CAAHEP: I.P.10 Perform a quality control measure, 3

CAAHEP: I.P.11.a Obtain specimens and perform: CLIA waived hematology test, 7

CAAHEP: I.P.11.c. Obtain specimens and perform: CLIA waived urinalysis, 5

CAAHEP: I.P.11.e. Obtain specimens and perform: CLIA waived microbiology test, 3

CAAHEP: I.P.2.c Perform: electrocardiography, 1

CAAHEP: I.P.6 Administer oral medications, 1

CAAHEP: I.P.7 Administer parenteral (excluding IV) medications, 4

CAAHEP: II.C.1 Demonstrate knowledge of basic math computations, 1

CAAHEP: II.C.1. Demonstrate knowledge of basic math computations, 4

CAAHEP: III.C.1. List major types of infectious agents, 1

CAAHEP: III.C.2.a. Describe the infection cycle including: the infectious agent, 4

CAAHEP: III.C.2.c. Describe the infection cycle including: susceptible host, 1

CAAHEP: III.C.5 Define the principles of standard precautions, 4

CAAHEP: IV.P.8 Document patient care, 1

CAAHEP: IX.C.1 Describe how to use the most current procedural coding system, 2

CAAHEP: V.A.1.a. Demonstrate: empathy, 2

CAAHEP: V.A.3.f. Demonstrate respect for individual diversity including: appearance, 1

CAAHEP: V.C.1 Identify styles and types of verbal communication, 1

CAAHEP: V.C.10 Define medical terms and abbreviations related to all body systems, 33

CAAHEP: V.C.3 Recognize barriers to communication, 1

CAAHEP: V.C.4 Identify techniques for overcoming communication barriers, 1

CAAHEP: V.C.6.e Define coaching a patient as it relates to: adaptations relevant to individual patient needs, 2

CAAHEP: V.C.8. Discuss applications of electronic technology in professional communication, 1

CAAHEP: V.P.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients, 10

CAAHEP: V.P.4.a. Coach patients regarding: office policies, 1

CAAHEP: V.P.5.b. Coach patients appropriately considering: developmental life stage, 1

CAAHEP: V.P.5.c. Coach patients appropriately considering: communication barriers, 3

CAAHEP: V.P.8 Compose professional correspondence utilizing electronic technology, 7

CAAHEP: VI.C.4 Define types of information contained in the patient's medical record, 3

CAAHEP: VI.C.6.b. Identify equipment and supplies needed for medical records in order to: Maintain, 7

CAAHEP: VI.P.1 Manage appointment schedule using established priorities, 8

CAAHEP: VI.P.5 File patient medical records, 6

CAAHEP: VII.C.1.c. Define the following bookkeeping terms: accounts receivable, 4

CAAHEP: VII.C.2 Describe banking procedures as related to the ambulatory care setting, 1

CAAHEP: VII.C.2 Describe banking procedures as related to the ambulatory care setting, 2

CAAHEP: VIII.C.1.a. Identify: types of third party plans, 5

CAAHEP: VIII.C.3. Describe how to use the most current diagnostic coding classification system, 1

CAAHEP: VIII.P.4 Complete an insurance claim form, 2

CAAHEP: X.C.1 Differentiate between scope of practice and standards of care for medical assistants, 2

CAAHEP: X.C.13.g. Define the following medical legal terms: subpoena duces tecum, 1

CAAHEP: X.C.13.h. Define the following medical legal terms: respondent superior, 1

CAAHEP: X.C.13.h. respondent superior, 1

CAAHEP: X.C.6. Compare criminal and civil law as they apply to the practicing medical assistant, 4

CAAHEP: X.C.7.e. Define: Uniform Anatomical Gift Act, 1

CAAHEP: XI.C.3 Identify the effect of personal morals on professional performance, 1

CAAHEP: XII.P.5 Evaluate the work environment to identify unsafe working conditions, 1

Difficulty: Easy, 84

Difficulty: Hard, 2

Difficulty: Medium, 94

Est Time: 0-1 minute, 180

Learning Outcome: 01.01, 1

Learning Outcome: 01.06, 1

Learning Outcome: 01.07, 1

Learning Outcome: 02.01, 4

Learning Outcome: 02.03, 1

Learning Outcome: 02.04, 10

Learning Outcome: 03.02, 1

Learning Outcome: 03.07, 4

Learning Outcome: 03.08, 1

Learning Outcome: 03.09, 1
Learning Outcome: 03.10, 1
Learning Outcome: 03.11, 1
Learning Outcome: 03.12, 3
Learning Outcome: 03.15, 1
Learning Outcome: 04.03, 1
Learning Outcome: 04.06, 5
Learning Outcome: 05.01, 3
Learning Outcome: 05.02, 1
Learning Outcome: 05.03, 2
Learning Outcome: 06.02, 1
Learning Outcome: 06.03, 1
Learning Outcome: 06.04, 1
Learning Outcome: 06.06, 2
Learning Outcome: 07.03, 1
Learning Outcome: 07.06, 5
Learning Outcome: 07.07, 1
Learning Outcome: 07.08, 1
Learning Outcome: 08.01, 4
Learning Outcome: 08.02, 2
Learning Outcome: 08.03, 2
Learning Outcome: 09.02, 7
Learning Outcome: 09.03, 1
Learning Outcome: 10.01, 8
Learning Outcome: 10.02, 9
Learning Outcome: 10.03, 1
Learning Outcome: 11.03, 1
Learning Outcome: 11.04, 2
Learning Outcome: 11.05, 1
Learning Outcome: 12.03, 4
Learning Outcome: 12.04, 1
Learning Outcome: 12.05, 2
Learning Outcome: 12.06, 1
Learning Outcome: 13.02, 4
Learning Outcome: 13.03, 3
Learning Outcome: 13.04, 1
Learning Outcome: 13.05, 4
Learning Outcome: 14.01, 2
Learning Outcome: 14.02, 1
Learning Outcome: 14.03, 4
Learning Outcome: 15.03, 1
Learning Outcome: 15.04, 2
Learning Outcome: 16.02, 3
Learning Outcome: 16.03, 1
Learning Outcome: 17.02, 1
Learning Outcome: 17.03, 5
Learning Outcome: 17.04, 2
Learning Outcome: 18.01, 7
Learning Outcome: 19.02, 8
Learning Outcome: 19.04, 1
Learning Outcome: 19.08, 1
Learning Outcome: 20.02, 2
Learning Outcome: 20.03, 3
Learning Outcome: 21.02, 1
Learning Outcome: 22.02, 3
Learning Outcome: 22.05, 1
Learning Outcome: 23.03, 2
Learning Outcome: 24.01, 1
Learning Outcome: 24.04, 1
Learning Outcome: 25.01, 6
Learning Outcome: 25.02, 5
Learning Outcome: 25.03, 3

Topic: Accounting, 4
Topic: Accounts Payable, 4
Topic: Antibiotics, 1
Topic: Appointments and Schedules, 8
Topic: Banking for the Medical Office, 3
Topic: Billing and Collections, 1
Topic: Burns, 1
Topic: Carbohydrates, 1
Topic: Cardiovascular System, 1
Topic: Cell Structure, 1
Topic: Collecting and Testing Blood, 6
Topic: Collecting and Testing Urine, 5
Topic: Common Medical Abbreviations, 1
Topic: Communicating in Special Circumstances, 1
Topic: Computer System Care and Maintenance, 1
Topic: Computer Systems, 4
Topic: Diagnosis Codes: The ICD-10-CM, 1
Topic: Digestive System, 3
Topic: Drugs and Their Effects, 8
Topic: Emergencies, 1
Topic: Ethics, 2
Topic: Externships, 1
Topic: Hereditary and Congenital Diseases and Conditions, 1
Topic: Humanistic Theory of Personality, 1
Topic: Improving your Communication Skills, 2
Topic: Law, 4
Topic: Major Diseases and Disorders, 5
Topic: Managing Correspondence and Mail, 7
Topic: Measuring Medication and Dosage Calculations, 2
Topic: Medical and Surgical Asepsis, 3
Topic: Medical Insurance Terminology, 2
Topic: Medical Interview, 1
Topic: Medical Microbiology, 3
Topic: Medical Records and Filing, 9
Topic: Medical Terminology in Practice, 10
Topic: Methods of Administering Medications, 3
Topic: Microbes and the Human Body, 2
Topic: Microbial Growth, 1
Topic: Microorganisms, 3
Topic: Minerals, 1
Topic: Minor Surgery, 2
Topic: Motivation and Emotion, 1
Topic: Musculoskeletal System, 4
Topic: Nervous System, 1
Topic: Nutrition and Diet Needs, 1
Topic: OSHA Requirements, 1
Topic: Personality, 1
Topic: Pharmacology of the Cardiovascular System, 1
Topic: Physical Examination, 5
Topic: Policies and Procedures, 1
Topic: Procedure Codes, 2
Topic: Psychological Disorders, 2
Topic: Reproductive System, 1
Topic: Respiratory System, 1
Topic: Safety and Storage, 1
Topic: Security in the Computerized Office, 2
Topic: Sensory System, 1
Topic: Telephone Techniques, 1
Topic: The Electrocardiograph, 1
Topic: The Law and Medicine, 2
Topic: The Profession of Medical Assisting, 1
Topic: Treatment, 2

Topic: Types of Communication, 1
Topic: Types of Diagnostic Imaging, 3
Topic: Types of Health Insurance, 1
Topic: Types of Health Plans, 4
Topic: Using Computer Software, 1
Topic: Vital Signs, 7
Topic: Vitamins, 5
Topic: Word Building, 4