

## MEDICAL ASSISTANT EXAMINATION

1. To ensure that the medical office has the supplies it needs, the medical assistant should establish a(n)\_\_\_\_\_.
  - A. reorder point
  - B. inventory control log
  - C. order quantity
  - D. All answers are correct
  
2. A(n) \_\_\_\_\_ is created containing the name, address, and phone number of both the vendor and the medical practice. It will also have a pre-assigned number to track the order, the quantity of items ordered, the price of the items and the date purchased.
  - A. inventory control log
  - B. packing slip
  - C. purchase order
  - D. invoice
  
3. Periodically, the medical assistant should check all equipment in the office to ensure that cords are not frayed, do not present hazards, and are in good working order. A(n) \_\_\_\_\_ will help the medical assistant track this routine inspection.
  - A. inventory control log
  - B. maintenance log
  - C. quality control log
  - D. no correct answer
  
4. When a physician dictates an operative report and asks the medical assistant to type it up, the physician is asking the medical assistant to function as a \_\_\_\_\_.
  - A. transcriptionist
  - B. stenographer
  - C. decoder
  - D. receptionist

5. Under the Peer Review Improvement Act of 1982, Peer Review Organizations are responsible for the review for appropriateness and necessity of putting a patient into the hospital by a process known as \_\_\_\_\_ review.
- A. procedure
  - B. admissions
  - C. cost
  - D. transfer
6. Which one of the following is a decision based upon bioethics?
- A. Reporting physical, emotional or mental abuse
  - B. Treating a 16-year-old girl who is pregnant without parental consent
  - C. The use of fetal tissue transplantation for research
  - D. Reporting to the authorities a suicidal patient
7. A physician must have the patient's permission in writing to reveal any confidential information except for which one of the following?
- A. gunshot wound
  - B. anorexia
  - C. drug addiction
  - D. pregnancy
8. Which of the following is a federal regulation that requires health care professionals to protect the privacy and confidentiality of patients' health information?
- A. OSHA
  - B. CLIA
  - C. CMS
  - D. HIPAA
9. A business letter written in full block style will have all lines is\_\_\_\_\_.
- A. right justified
  - B. indented 5 spaces
  - C. equally spaced vertically
  - D. at the left hand margin

10. When writing a business letter, the salutation of a letter should be followed by which punctuation mark?
- A. comma
  - B. semicolon
  - C. asterisk
  - D. colon
11. When handling a patient complaint, which one of the following would be most appropriate?
- A. If the patient is angry, match his/her anger level, and s/he will calm down
  - B. Take all complaints seriously and take thorough notes
  - C. Refuse to talk to patients who are complaining; the doctor should handle them
  - D. No correct answer
12. Body language, body posture, space and distance are all examples of \_\_\_\_\_.
- A. non-verbal communication
  - B. verbal communication
  - C. written communication
  - D. all answers are correct
13. What is the suggested procedure for canceling an appointment in the appointment book?
- A. Erase the entry and write in the new appointment
  - B. Put "white-out" over the entry and write on top
  - C. Scribble out the entry and indicate with your initials
  - D. Mark through the entry with a single red line
14. The amount an insured patient must pay toward claims each year before the insurance company will pay for medical treatment is known as the \_\_\_\_\_.
- A. covered amount
  - B. deductible
  - C. explanation of benefits
  - D. co-pay

15. Instructions to an insurance company about where and to whom to make payment are called \_\_\_\_\_.
- A. payment agreements
  - B. assignment of benefits
  - C. benefit accommodations
  - D. assignment of payments
16. The Internal Revenue Service issues a(n) \_\_\_\_\_ to medical groups or solo practices for income tax purposes.
- A. social security number
  - B. federal tax identification number
  - C. state tax number
  - D. insurance ID number
17. An office appointment calendar or book must record not only the name of the patient and the start time of the appointment, but must also indicate the \_\_\_\_\_.
- A. duration of the appointment
  - B. relationship to the patient
  - C. social security number of the patient
  - D. insurance provider's contact information
18. A twelve month period selected for financial purposes is called a(n) \_\_\_\_\_ year.
- A. fiscal
  - B. financial
  - C. fiduciary
  - D. accounting
19. Each prescription for a controlled substance requires the physician's signature and a(n) \_\_\_\_\_ registration number.
- A. DEA
  - B. EPA
  - C. FDA
  - D. CDC

20. Determining whether a particular medical treatment (i.e. surgery, tests) will be covered under a patient's insurance policy contract involves a process as known as \_\_\_\_\_.
- A. pre-certification
  - B. pre-authorization
  - C. pre-determination
  - D. pre-existing
21. In the reception area of a medical practice, the computer screen must never be \_\_\_\_\_.
- A. facing the filing cabinets
  - B. able to be viewed by patients
  - C. turned on
  - D. viewed by medical personnel
22. The temperature taken at the armpit is the \_\_\_\_\_.
- A. lymphatic temperature
  - B. axillary temperature
  - C. deltoid temperature
  - D. delta temperature
23. What is a break without penetration of the skin surface over the fracture site called?
- A. open fracture
  - B. spiral fracture
  - C. greenstick fracture
  - D. closed fracture
24. The abbreviation for *three times a day* is \_\_\_\_\_.
- A. tid
  - B. bid
  - C. qid
  - D. qh
25. The abbreviation for *as needed* is \_\_\_\_\_.
- A. prn
  - B. ppn
  - C. an
  - D. add

26. The abbreviation for *nothing by mouth* is \_\_\_\_\_.
- A. NPO
  - B. NBM
  - C. NM
  - D. nom
27. Which of these would be the best choice to administer an intradermal injection?
- A. insulin syringe
  - B. tuberculin syringe
  - C. hypodermic syringes
  - D. a closed injection system
28. When you have finished using a reagent, you should \_\_\_\_\_.
- A. refrigerate it for further use
  - B. pour it back in the bottle
  - C. discard it
  - D. incubate it
29. When you make a solution, be sure to label and \_\_\_\_\_.
- A. date it
  - B. store it
  - C. freeze it
  - D. color it
30. The physician has ordered 50 mg of Demerol to be given to a patient. The concentration on hand is 100 mg/ml. How many cc's of Demerol will be injected?
- A. 0.5 cc
  - B. 1.0 cc
  - C. 1.5 cc
  - D. 0.25 cc
31. A drug that causes urination is called a \_\_\_\_\_.
- A. diuretic
  - B. hypertensive
  - C. gestational drug
  - D. narcotic

32. A drug used to relieve a cough is called an \_\_\_\_\_.
- A. antitussive
  - B. antiemetic
  - C. antiseptic
  - D. antitoxin
33. A drug that helps to decrease appetite is called an \_\_\_\_\_.
- A. appetite modifier
  - B. appetite stimulant
  - C. antispasmodic
  - D. appetite suppressant
34. A drug used to control temperature is called an \_\_\_\_\_.
- A. antipyretic
  - B. antidote
  - C. antiemetic
  - D. analgesic
35. A drug that causes dilation of blood vessels is called a \_\_\_\_\_.
- A. vasodilator
  - B. vasoconstrictor
  - C. bronchodilator
  - D. dilatometric
36. A drug that decreases mucus in the nasal passages is called a(n) \_\_\_\_\_.
- A. suppressant
  - B. decongestant
  - C. antihistamine
  - D. bronchodilator
37. A drug that increases cough output is called a(n) \_\_\_\_\_.
- A. miotic
  - B. diuretic
  - C. cytotoxin
  - D. expectorant

38. A liquid preparation which mixes fine droplets of an oil in water, such as castor oil, is called a(n) \_\_\_\_\_.
- A. solution
  - B. emulsion
  - C. elixir
  - D. tincture
39. Nitroglycerin is used for the treatment of which of the following?
- A. narcotic overdose
  - B. inflammation
  - C. angina pectoris
  - D. anxiety
40. Hydrocortisone is a drug used to suppress \_\_\_\_\_.
- A. inflammation
  - B. appetite
  - C. swelling
  - D. excretion of urine
41. Schedule I drugs include \_\_\_\_\_.
- A. miscellaneous mixtures containing limited amounts of narcotic drugs
  - B. substances that have no accepted medical use and a high potential for abuse
  - C. minor tranquilizers and hypnotics that have a lesser potential for abuse
  - D. no correct answer
42. A small adhesive patch or disc used for administration of drugs is called a(n) \_\_\_\_\_.
- A. transdermal system
  - B. reservoir system
  - C. ointment system
  - D. epidermis system

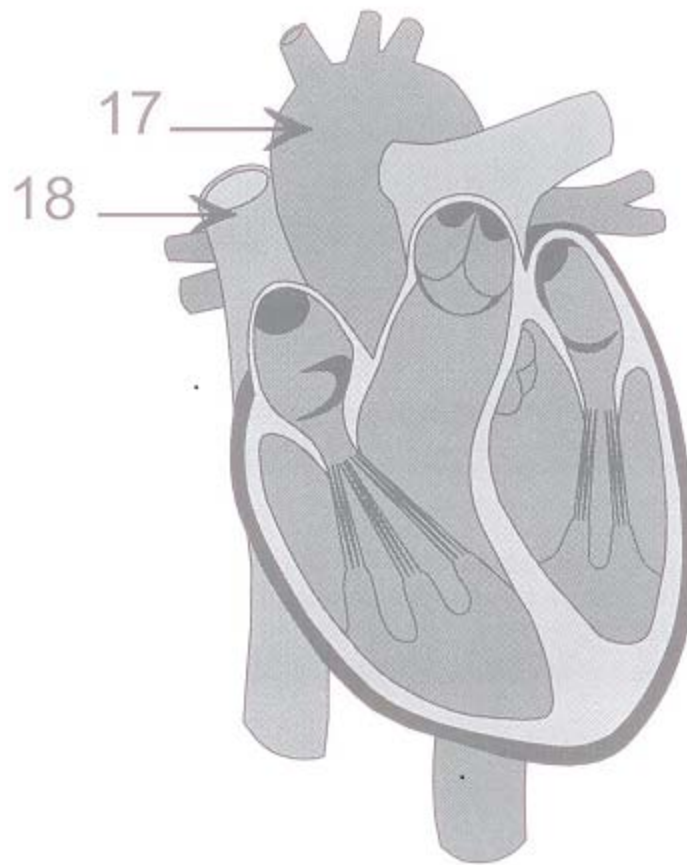


Illustration # 1

43. Refer to Illustration # 1 and identify number 17.
- A. superior vena cava
  - B. aorta
  - C. right atrium
  - D. pulmonary vein
44. Refer to illustration # 1 and identify number 18.
- A. inferior vena cava
  - B. superior vena cava
  - C. right atrium
  - D. right ventricle

45. A narrowing of the urethra caused by scar tissue is called \_\_\_\_\_.
- A. cystitis
  - B. urethral stricture
  - C. chronic renal failure
  - D. pyelonephritis
46. A chronic disease in which the pancreas fails to secrete enough insulin is called \_\_\_\_\_.
- A. high blood pressure
  - B. type 1 diabetes
  - C. pancreatitis
  - D. type 2 diabetes
47. The alternating contraction and relaxation of intestinal muscles is called \_\_\_\_\_.
- A. enema
  - B. colostomy
  - C. constipation
  - D. peristalsis
48. The prolonged retention and accumulation of fecal material in the rectum is called \_\_\_\_\_.
- A. peristalsis
  - B. anal incontinence
  - C. fecal impaction
  - D. feces
49. The frequent passage of liquid stools is called \_\_\_\_\_.
- A. flatus
  - B. diarrhea
  - C. peristalsis
  - D. blockage



**Illustration # 2**

50. Refer to Illustration # 2 and identify number 69.
- A. nasal
  - B. zygomatic
  - C. temporal
  - D. radius
51. Refer to Illustration # 2 and identify number 70.
- A. clavicle
  - B. sternum
  - C. scapula
  - D. ilium

52. A micro-organism that rarely causes disease is called a \_\_\_\_\_.
- A. non-pathogen
  - B. spore
  - C. flora
  - D. pathogen
53. The most important initial step in the performance of a blood draw is \_\_\_\_\_.
- A. selecting the correct needle gauge
  - B. using 70% alcohol prep pads
  - C. identifying the patient
  - D. using the correct tourniquet
54. Which of the following statements is false about blood drawing?
- A. both venipuncture and microsampling involve skill
  - B. it doesn't really matter which direction you lancet a finger
  - C. venipuncture may take a month or more to perfect
  - D. "getting blood" is not the only goal of good blood drawing
55. To determine the size of the needle remember that the higher the gauge number the \_\_\_\_\_ needle bore.
- A. longer
  - B. smaller
  - C. larger
  - D. shorter
56. A centrifuge works by \_\_\_\_\_.
- A. freezing blood specimens
  - B. heating blood specimens
  - C. incubating blood at body temperature
  - D. separating cells and serum
57. A tourniquet should be on the patient arm no longer than \_\_\_\_\_.
- A. 1 minute
  - B. 2 minutes
  - C. 3 minutes
  - D. 4 minutes

58. To cleanse the typical venipuncture site, begin at the intended site of the draw and \_\_\_\_\_.
- A. work in a circle from the center to the periphery
  - B. wipe carefully back and forth
  - C. cleanse vigorously for 30 seconds
  - D. use a lifting motion to move away from the skin
59. On an ECG machine, the sensitivity switch controls the \_\_\_\_\_.
- A. start
  - B. amplitude
  - C. gain
  - D. b and c
60. Conversion of dysrhythmia to a normal rhythm by applying electric shock to the chest is called \_\_\_\_\_.
- A. defibrillation
  - B. shock treatment
  - C. v tach
  - D. scintillation
61. The electrical force or vector produced by ventricular depolarization has two components; one is the magnitude or force, and the other is \_\_\_\_\_.
- A. amplitude
  - B. ground electrode
  - C. direction or shape
  - D. polarization
62. A downward or negative wave of an electrocardiogram following the P wave is the \_\_\_\_\_.
- A. R wave
  - B. T Wave
  - C. Q Wave
  - D. S Wave

63. A premature ventricular contraction (PVC) where the QRS have the same configuration each time they appear is called \_\_\_\_\_.
- A. uniform
  - B. malignant
  - C. fused
  - D. bigeminy
64. When preparing a blood smear from a skin puncture you should \_\_\_\_\_ the first drop.
- A. collect
  - B. use
  - C. wipe away
  - D. wash off
65. When performing any CLIA waived test, it is important to do which one of the following?
- A. keep all CLIA waived tests refrigerated
  - B. discard quality control kits immediately upon opening the box
  - C. perform quality control testing with every new kit and routinely thereafter
  - D. all answers are correct
66. An ECG tracing measure the amount of voltage and the \_\_\_\_\_ required for the voltage to travel throughout the heart.
- A. time
  - B. route
  - C. muscles
  - D. heart structures
67. When there is no variation of R-R intervals in an ECG reading it is called \_\_\_\_\_.
- A. irregular with a pattern
  - B. absolutely regular
  - C. essentially regular
  - D. totally irregular

68. When applying leads, apply the V1 lead \_\_\_\_\_.
- A. directly lateral to V4 at the anterior axillary line
  - B. on the fourth intercostals space right sternal border
  - C. lateral to V5 at midaxillary line
  - D. on the fifth intercostals space midclavicular line
69. When the heart rhythm is abnormal it is referred to as \_\_\_\_\_.
- A. patent ductus arteriosus
  - B. an arrhythmia
  - C. an aneurysm
  - D. an embolism
70. Oxygen can be administered to the patient by way of a \_\_\_\_\_.
- A. catheter
  - B. cannula
  - C. tent
  - D. all answers are correct
71. How should a 24-hour specimen be stored during collection?
- A. at body temperature
  - B. in a refrigerator
  - C. at room temperature
  - D. in a freezer
72. A positive urine dipstick for albumin in the patient has \_\_\_\_\_ in his/her urine.
- A. glucose
  - B. white blood cells
  - C. protein
  - D. ketones
73. Which urine dipstick test detects acetone in the urine?
- A. glucose
  - B. ketones
  - C. proteins
  - D. pH

74. Which of the following stains classify bacteria into gram-positive and gram-negative
- A. PAP
  - B. gram
  - C. hematoxylin
  - D. Wright's
75. Which of the following areas should be swabbed when obtaining a specimen for a throat culture?
- A. back of the throat and tonsillar area
  - B. nasopharynx and epiglottis
  - C. cheeks and tongue
  - D. gums and uvula