

## MEDICAL OFFICE ASSISTANT EXAMINATION

1. Consent to treatment based on a full understanding of all possible risks of unpreventable results of that treatment is called \_\_\_\_\_.  
A. contributory negligence                      C. assumption of risk  
B. fraud    D. proximate cause
  
2. To interrupt or discontinue a suit temporarily with the intention to continue or resume at a later date is called \_\_\_\_\_.  
A. suspension    C. discontinuance  
B. judgment    D. deposition
  
3. A bed patient in a hospital is called a(n) \_\_\_\_\_.  
A. inpatient    C. third party payer  
B. outpatient    D. provider
  
4. One who acts for the insured or the carrier in a claim is called a(n) \_\_\_\_\_.  
A. member physician                              C. provider  
B. adjuster    D. subscriber
  
5. Payment made periodically to keep an insurance policy in force is called a \_\_\_\_\_.  
A. time limit    D. coinsurance  
B. premium    E. fee-for-service
  
6. A word used to indicate revising the text of a document is \_\_\_\_\_?  
A. enter    C. cut  
B. alter    D. edit
  
7. A person appointed by a court to settle an estate is called a(n) \_\_\_\_\_.  
A. administrator                                      C. accountant  
B. actuary    D. public defender

8. Annual or periodic income to the insured for life or for a specified long term ins called an \_\_\_\_\_.
- A. annuity
  - B. interest
  - C. capital
  - D. stock
9. Negligence by a professional person is called \_\_\_\_\_.
- A. invasion of privacy
  - B. slander
  - C. malpractice
  - D. battery
10. Conduct, courtesy and manners that are customary in the medical profession are called \_\_\_\_\_.
- A. enter
  - B. alter
  - C. cut
  - D. edit
11. An employee must obtain a Social Security number that is assigned by the \_\_\_\_\_.
- A. city government
  - B. county government
  - C. state government
  - D. federal government
12. An employer is required to give the employee a W-2 form on or before \_\_\_\_\_.
- A. February 5
  - B. June 1
  - C. January 1
  - D. January 31
13. A fraudulent signature is called a(n) \_\_\_\_\_.
- A. endorsement
  - B. forgery
  - C. marker
  - D. bearer
14. FICA provides benefits for \_\_\_\_\_.
- A. Medicare
  - B. Social Security
  - C. newborns
  - D. aid to dependent children
15. In banking, a deposit or addition to a bank account is called a \_\_\_\_\_.
- A. debit
  - B. credit
  - C. checking account
  - D. note
16. An amount the insured must pay before policy benefits begin is called \_\_\_\_\_.
- A. indemnity
  - B. extended benefits
  - C. deductible
  - D. catastrophic

17. Insurance plans that pay a physician's full charge if it does not exceed his normal charge, or does not exceed the amount normally charged for the service by other physicians in the area and is otherwise reasonable is called \_\_\_\_\_.
- A. usual, customary and reasonable      C. comprehensive  
B. dual choice      D. none of the above
18. A skilled nursing facility for patients receiving specialized care after discharge from a hospital is called a(n)\_\_\_\_\_.
- A. extended care facility      C. outpatient  
B. post care facility      D. hospice
19. An interval after a payment is due to the insurance company in which the policy may make payments and still the policy remain in effect, is called \_\_\_\_\_.
- A. extended benefits      C. coordination of benefits  
B. grace period      D. lapse time
20. Contaminated laundry should be \_\_\_\_\_.
- A. bagged at the location of use      C. rinsed at the location it is soiled  
B. sterilized in an autoclave      D. incinerated if stained with body fluids
21. A poisoning caused by eating spoiled or improperly prepared can food and characterized by acute gastrointestinal and nervous disorders is called \_\_\_\_\_.
- A. Lyme disease      C. botulism  
B. gastroenteritis      D. gastritis
22. The word element *adeno* means \_\_\_\_\_.
- A. pain      C. gland  
B. both      D. anus
23. The word element *centesis* means \_\_\_\_\_.
- A. slow      C. cell  
B. collection      D. puncture
24. Which one of the following hormones acts to stimulate the heart, dilate the blood vessels and relax bronchial smooth muscles?
- A. Cortisol      C. Aldosterone  
B. Adrenaline      D. Testosterone

25. An annual recurring inflammation of the mucous membranes of the nose and eyes that is normally caused by pollen is called \_\_\_\_\_.
- A. the common cold
  - B. influenza B
  - C. sinusitis
  - D. allergic rhinitis
26. What license must a physician have to dispense, prescribe or administer controlled substances?
- A. Pharmacist
  - B. Narcotic
  - C. Business
  - D. Occupational
27. The abbreviation for *four times a day* is \_\_\_\_\_.
- A. tib
  - B. bid
  - C. qid
  - D. qh
28. The work element *itis* means \_\_\_\_\_.
- A. ilium
  - B. inflammation
  - C. between
  - D. uterus
29. The compulsive use of a drug or other substance for other than a medical reason is called a(n) \_\_\_\_\_.
- A. addiction
  - B. anemia
  - C. aphasia
  - D. compulsion
30. One who specializes in the treatment of those with hearing problems is called a(n) \_\_\_\_\_.
- A. allergist
  - B. psychologist
  - C. audiologist
  - D. rheumatologist
31. The final decision of a court in an action is called a(n) \_\_\_\_\_.
- A. consent decree
  - B. contract
  - C. judgment
  - D. agreement

32. Failure to achieve an agreed upon result, even when the highest degree of skill has been used, is called a(n) \_\_\_\_\_.
- A. breach of contract
  - B. case of negligence
  - C. proximate cause
  - D. violation of ethics
33. The Miranda Warning is a medical law which gives patients legal options for \_\_\_\_\_.
- A. suing a physician for incompetence
  - B. refusing to pay for charges that should be covered by insurance
  - C. accepting their treatment of choice of hospital facilities
  - D. refusing or accepting treatment if they are incapacitated
34. In insurance, greater coverage of diseases or accident and greater indemnity payment in comparison with a limited clause is called \_\_\_\_\_.
- A. copayment
  - B. comprehensive
  - C. deductible
  - D. major medical
35. An agreement by which a patient assigns to another party the right to receive payment from a third party for the service the patient has received is called \_\_\_\_\_.
- A. assignment
  - B. coordination of benefits
  - C. non-duplication of benefits
  - D. none of the above
36. A violent shock reaction often accompanied by a rash, that results from an oversensitive reaction to a foreign substance such as medication or an insect bite, is called \_\_\_\_\_.
- A. immune complex hypersensitivity
  - B. delayed hypersensitivity
  - C. anaphylaxis
  - D. cytotoxic
37. A deficiency in the amount of hemoglobin in red blood cells is called \_\_\_\_\_.
- A. anemia
  - B. globin deficiency
  - C. leukemia
  - D. cryoglobulinemia
38. A lawsuit is a(n) \_\_\_\_\_.
- A. civil action
  - B. felony
  - C. tort
  - D. summons

39. A violation of a person's right not to have his or her name, photograph or private affairs exposed or made public without giving consent is \_\_\_\_\_.
- A. false imprisonment
  - B. malpractice
  - C. invasion of privacy
  - D. battery
40. An agreement between two or more parties for the doing or not doing of some definite thing is a(n) \_\_\_\_\_.
- A. contract
  - B. litigation
  - C. statue
  - D. felony
41. A check bearing the signature or stamp of the cashier from the bank on which it is drawn, with the bank itself bearing responsibility for payment, is called a(n) \_\_\_\_\_.
- A. certified check
  - B. cashier's check
  - C. travelers check
  - D. money order
42. One to whom goods are shipped is called the \_\_\_\_\_.
- A. consignee
  - B. consignor
  - C. bearer
  - D. broker
43. Pathology is the branch of medicine that studies \_\_\_\_\_.
- A. genes
  - B. body tissue
  - C. blood
  - D. the heart
44. It is not necessary to date outgoing letters from the physician because it will be postmarked by the U.S. Post Office.
- A. True
  - B. False
45. The physician's bank statement is reconciled with the \_\_\_\_\_.
- A. day sheet
  - B. daily ledger
  - C. deposit information
  - D. check book
46. A method of charging where a physician presents a bill for each service rendered is called \_\_\_\_\_.
- A. non-duplication of benefits
  - B. fee for service
  - C. monthly statement
  - D. none of the above

47. The geographical area served by a HMO is called \_\_\_\_\_.
- A. service area
  - B. states served
  - C. county service
  - D. townships designation
48. If both husband and wife carry insurance coverage that overlaps, the insured's coverage is considered \_\_\_\_\_.
- A. privileged
  - B. secondary
  - C. primary
  - D. special
49. The date when the insurance goes into effect is called \_\_\_\_\_.
- A. true insurance day
  - B. effective date
  - C. status of insurance date
  - D. assignment
50. When all punctuation is omitted when writing a letter, it is called \_\_\_\_\_.
- A. free punctuation
  - B. elimination punctuation
  - C. omitted punctuation
  - D. open punctuation