

# NHA Clinical Medical Assistant Study Aid

1. After performing a <b>capillary puncture</b> , what is the <b>next step</b> the Medical Assistant should do?	Wipe off the first drop of blood	
2. Also known as a Superbill, an itemized form of services submitted to insurance companies for reimbursement:	An encounter form	
3. An amount paid, usually monthly, to keep a healthcare policy current.	Premium	
4. Approximately how many liters of blood are circulating in the average adult?	4.73	
5. _____ are cells of the immune system that are involved in protecting the body.	Leukocyte (WBC) White blood cell	
6. Arteries carry oxygenated blood _____ from the heart.	Away →	
7. At which angle would a Medical Assistant perform an intradermal injection?	15° Skin I.D.	
8. At which angle would a Medical Assistant perform an intramuscular injection?	90° Muscle I.M.	
9. The average EKG rate of speed is _____ per second.	25 mm per second mm/sec	
10. Breastfeeding an infant can help in what way?	Provides likely long-lasting active immunity and passes on antibodies from the mother	
11. By which method of transmission are influenza, measles, and tuberculosis transmitted?	Airborne	
12. Can occult blood be seen with the naked eye?	No fecal test	
13. A civil wrong committed against a person or property:	Tort	
14. A common viral infection that can be deadly with symptoms of body aches, sore throat, coughing, fever, runny nose, and feeling tired:	Influenza	
15. Communicating with a deaf or hard-of-hearing patient requires:	An interpreter	
16. A complication of diabetes mellitis is:	Retinopathy - caused by high BP. leading cause of preventable blindness	
17. Deception with the intent to deprive another person of his/her rights:	Fraud	
18. A detailed examination by the provider to determine health status:	Assessment	
19. _____ disease is an autoimmune disease that affects the thyroid gland. Smoking may increase the risk of this disease and may worsen eye problems.	Graves'	
20. _____ disease is a type of inflammatory bowel disease and has an underlying genetic cause.	Crohn's	
21. Ear medication or drops should be:	Near body temperature, by holding the container in the palm of your hand for a few minutes	
22. Entering a patient's room without knocking or having permission is an example of:	Invasion of Privacy ↳ going in without permission	
23. Explaining to the patient the risks, benefits, possible outcomes and alternative therapies is a form of:	Informed Consent you're informing patient	
24. Feverish periods lasting a few hours alternating with periods in which the temperature is normal is considered an _____ fever.	Intermittent 	
25. A fever that fluctuates less than 3°, but does not return to normal is considered a _____ fever.	Continuous	
26. The first sound heard during a blood pressure reading sounds like a _____ sound.	Tapping or Drumming starts Systolic (ends)	
27. A format for communicating important PT information in a chart in an organized manner:	SOAP Notes Subjective Objective Assessment Plan	
28. The function and processes of living organisms is called?	Physiology life study of	
29. A health record of a patient that can be accessed across multiple providers.	EHR Electronic Health Record	
30. Hepatitis and alcohol abuse are frequent causes of liver damage. What is the medical term for liver disease?	Cirrhosis orange yellow abnormal condition scarring of liver & poor living function	
31. How far above the forehead would a Medical Assistant place a tape measure on an infant to measure circumference?	One to two finger widths above the eyebrows 	



32. How far above the venipuncture site should a tourniquet be placed?

3 - 4 inches

33. How far should a patient be standing away from a vision eye chart when performing a distance visual examination?

20 Feet



34. How is a closed wound injury caused?

Blunt Force Trauma

35. How is syphilis transmitted?

Sexual skin-to-skin contact

36. How long should a Holter Monitor be worn?

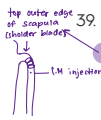
24 hours - 1 full day  
\* don't go back to when you had one in reference of time only application \*

37. How many chambers does the human heart have?

Four  
left atrium > upper chambers  
right atrium  
left ventricle > lower chambers  
right ventricle

38. How many characters are there in ICD-10?

Seven



39. How many fingers from the acromion process would a Medical Assistant administer an injection?

Three

40. How many pounds is 80 kilograms?

176.3 pounds  
$$\begin{array}{r} 80 \\ \times 2.2 \\ \hline 160 \\ + 16.0 \\ \hline 176 \end{array}$$

41. How often should a medical facility updates its exposure control plan?

Yearly

42. How should a Medical Assistant open a package to maintain a sterile field?

Away from the body  
*avoid Contamination*

43. How should the skin be cleaned for a venipuncture?

In a circular motion from inside to outside

44. How would a Medical Assistant calculate a patient's BMI?

Height and weight  
*Body Mass Index*

45. How would a Medical Assistant collect urine from an infant?

Using a special plastic bag with a sticky strip and checked often

46. How would a medical assistant convert kilograms to pounds?

Multiply weight in kilograms by 2.2  
*1 kg = 2.2 lbs*

47. How would a Medical Assistant pass off a scalpel to a provider when assisting with a surgical procedure?

Grasping in the the center of the handle with dominant hand and blade down

48. How would a medical assistant weigh a patient who is having difficulty standing?

Place a walker over the scale to help the patient balance

49. If a Medical Assistant inadvertently documents inaccurate information in a patient's electronic medical record (EMR), which of the following is the next proper choice of action?

Create a new note

50. If a patient has a hematoma on both antecubital areas, where would a Medical Assistant look for a vein?

Hands

51. If a patient is deaf or hard of hearing, how would a Medical Assistant communicate with the patient?

Through an interpreter

52. If a patient starts to sweat during a stress test, what should the Medical Assistant do?

Nothing; this is normal

*either on treadmill / bike exercising so patient will sweat.*

53. If a provider checks the heart rate of an infant and places the stethoscope over the apex of the heart with a stethoscope, which pulse is he/she listening to?

Apical  
*pulse point on chest at the bottom tip (apex) of heart*

54. If a wound culture is taken, what must the Medical Assistant document in the patient's file?

Any recent use of antibiotics

*test to find germs that can cause an infection*

55. If body fluids or irritant chemicals came into contact with one's eyes, how many minutes should the eyes be flushed and irrigated?

15 minutes

56. If the office receives a call about someone who has ingested a hazardous chemical refer them to the \_\_\_\_\_.

Poison Control Center

57. If the QRS complexes of an EKG are too tall, what sensitivity adjustment should be made to the EKG machine?

Change the gain control to half-standard



58. Infectious agent, reservoir, portal of exit, mode of transmission, portal of entry, and susceptible host are all part of what?

Chain of Infection

59. The information contained within the medical record belongs to:

The patient

60. Information the patient tells the Medical Assistant or provider is considered:

Subjective  
*part of SOAP*

61. An insurance payment structure in which the insured pays a share of the payment made against a claim, always written as a fraction for which the insurer pays the top number and the patient pays the bottom number, e.g. 80/20.

Coinsurance

62. \_\_\_\_\_ is a common skin infection that is caused by fungus.

Ringworm (tinea)

63. \_\_\_\_\_ is a pressure chamber used to sterilize equipment requiring elevated temperature and pressure.

Autoclave

64. \_\_\_\_ is the process of making something free from bacteria or living microorganisms.

Sterilization

65. \_\_\_\_ is the removal of all or part of the breast.

Mastectomy

↑ breast - cutting / incision

66. An \_\_\_\_ is used to look into the ear.

Otoscope



67. A \_\_\_\_ is used to measure blood pressure.

Sphygmomanometer

(BP cuff)

68. A list of guarantees for those receiving medical care, including fair treatment and autonomy over medical decisions:

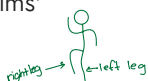
Patients' Bill of Rights

69. Local and Systemic indication routes of medication are defined as:

Delivering drugs directly to the site

70. Lying on left side with left leg slightly flexed and right leg flexed at 90° angle. Best position for rectal exams and administration of enemas.

Sims'



71. Make sure all employees are aware of the emergency exit in case of \_\_\_\_.

Fires



72. The maximum amount a third-party payer will pay for a particular procedure or service.

Allowed Amount

73. The maximum depth for a heel puncture is:



2.0mm

74. Measurable information or findings obtained by the provider about the patient:

S Objective  
A Obtain from patient  
P

75. A medical assistant in a specialty office is scheduling an appointment for a patient who has HMO insurance. What should the assistant obtain prior to seeing the patient?

Referral

Health Maintenance Organization

76. A medical assistant is performing suture removal. Which of the following actions should the medical assistant take?

Remove each suture after cutting next to the knot

77. The Medical Assistant should advise the patient not to \_\_\_\_ while wearing a Holter Monitor.

Bathe or Shower



78. The Medical Assistant should instruct the patient to write the date and time of each \_\_\_\_ medicine patch when applied?

Transdermal - skin adhesive patch that is placed on skin to deliver specific dose of medication through skin into bloodstream

across, through

79. A medical assistant should obtain information about hazardous substances by referring to what manual?

MSDS

Material Safety Data Sheet

80. The Medical Assistant should \_\_\_\_ the patient's skin to ensure the electrodes stay on the patient.

Clean and Dry

81. Obtaining a patient's signature to perform a procedure is called:

Written Consent

x signed to consent

82. Of the following which is a medical assistant not allowed to perform?

ABG

Arterial Blood Gas: test that requires a sample from an artery in your body to measure levels of oxygen & carbon dioxide in blood. checks balance of acids & bases: pH in blood

83. Of the following which is one of the two main purposes of HIPAA?

To reduce the administrative burdens and cost of healthcare by standardizing the electronic transmission of administrative and financial transaction and protects the patient's personal medical information and confidentiality

84. Of the following, which is one of the two main purposes of HIPAA?

To provide continuous health insurance coverage for workers who lose or change their job

85. One pound is equal to \_\_\_\_ kilograms.

0.5

1 lb = 0.5 kilo  
1 kilo = 2.2

86. Painful or difficult urination is called:

Dysuria - difficulty

87. Parathyroid hormone is associated with the regulation of which element in the body?

Calcium

hormone - parathyroid glands release to control calcium levels in blood

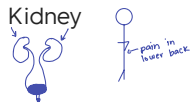
88. A part of insurance for which the patient pays a fee at the time of service:

Copay

89. A patient comes to the office with symptoms of body aches, cough, and fever. This could indicate a diagnosis of:

Influenza

90. A patient could have a \_\_\_\_\_ infection if they are experiencing lower back pain or bilateral side pain.



91. A patient extending his/her arm for phlebotomy or undressing for a physical exam is considered:

Implied Consent  
↓  
that are implied if not expressed

92. A patient is \_\_\_\_\_ if they appear bluish in the skin.

Cyanotic  
↓  
blue

93. A patient receiving ear irrigation could experience which of the following?

Vertigo  
↓  
sensation that you / environment around is moving / spinning

94. Patients are restricted from \_\_\_\_\_ when wearing a Holter monitor

Showering  
↓

95. A patient's CC of lower back pain could be the result of:

Pyelonephritis = Kidney Infection  
renal pelvis kidney inflammation

96. The patient should be \_\_\_\_\_ prior to cholesterol, lipid or triglyceride tests.

Fasting  
↓  
no eating before

97. A patient should remain lying down with the infected ear upward for \_\_\_\_\_ minutes for absorption after the Medical Assistant administers the medication.

5 - 10 minutes

98. A patient who has missed their scheduled appointment is considered a:

No-show (NS)

99. A patient who has not been seen before or has not seen the provider in three years is considered:

A new patient

Some are actually 15 minutes

100. A patient with persistent acetone breath could be a sign of:

Diabetes (hyperglycemia)

101. Perform quality control (QC) on a scale by balancing the scale first before:

Weighing a patient  
↓  
1. do scale  
2. patient

102. Pertaining to the Chains of Infection, what is considered the reservoir?



103. Possible cause of cirrhosis could be \_\_\_\_\_.

Alcohol, Hepatitis B and C, or Fatty Liver Disease  
↓  
yellow, abnormal or diseased condition, chronic liver damage

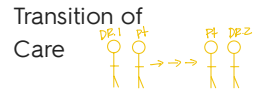
104. A primary symptom that a patient states as the reason for seeking medical care:

CC  
Chief Complaint

105. Prior approval for treatment and procedures is called:

Preauthorization  
↓  
before

106. The process whereby a provider who is providing management for some or all of a patient's problems relinquishes this responsibility to another provider.



107. A provider prescribes a UA for a patient who has an infection. For what condition is the provider testing?

UTI  
Urinary Tract Infection

108. Refers to the chronological documentation or paper trail of a specimen.

Chain of Custody  
↓

109. Ringworm (tinea) belong to which of the following disease classification?

Fungal - fungus

110. Scheduling appointments for patients on a future date is:

Advanced booking

111. Scheduling patients on the same day at the same time is called?

Clustering  
↓  
clustering patients same day same time

112. Scheduling two patients to see the provider at the same time is called:

Double booking  
↓  
two patients same time provider

113. Shellfish, eggs, and milk contain which trace element?

Iodine  
↓  
body needs to make thyroid hormones control body's metabolism & other important functions

114. A specified amount of money that the insured must pay before an insurance company will pay a claim:

Deductible

115. A statement detailing which services were paid, denied, or reduced by the patient's insurance company:

EOB  
Explanation Of Benefits

116. \_\_\_\_\_ stop bleeding by clumping and clotting at a vessel injury.

Platelets (Thrombocytes)

117. The study of the structure of living things is called?

Anatomy

118. \_\_\_\_\_ surgery helps improve blood flow to the heart.

Coronary Artery Bypass Graft (CABG)

119. Tachycardia would be defined as a heart rate greater than \_\_\_\_\_.

100 bpm

120. An \_\_\_\_\_ temperature is normally 1° lower than an oral temperature.

Axillary - armpit  
↓

121. A temperature which remains above normal throughout the day and fluctuates more than 3° is considered a \_\_\_\_\_ fever.

Remittent  
↓

122. The term for restriction of oxygen-rich blood to a portion of the body:

Ischemia -> involving blood  
↓  
suppress

123. This document allows patients access to their own medical records and allows release of those records to other providers and individuals.

Release of Information Form



124. This document is a notice the provider gives the patient before services are provided if, based on Medicare coverage rules, the provider has reason to believe Medicare will not pay for the service:

ABN  
Advance Beneficiary Notice

125. This Federal health insurance program provides insurance for those aged 65 or older, certain people with disabilities, and those with ESRD.

Medicare for the elderly

126. This process confirms how a patient or their insurance provider will pay for services:

Verification of Eligibility  
if eligible to pay

127. Threatening a person with bodily harm is considered:

Assault

128. The transport and exchange of O2 and CO2 are between which two body systems?

Cardiac and Respiratory  
breathing

129. \_\_\_ transports oxygen throughout the body.

red Erythrocyte cells  
(RBC)

130. Unconsented physical contact with another person is considered:

Battery

131. Veins carry deoxygenated blood \_\_\_\_\_ the heart

Toward

132. Wage replacement and medical benefits for those injured on the job is:

Workers' Compensation

133. A well seasoned athlete would have a lower heart rate under \_\_\_\_\_ bpm.

60 bpm

134. What action should be taken interviewing a patient who has an anxiety?

Listen and show the patient you recognize their concerns

135. What anatomical position is effective in raising a patient's low blood pressure?

Trendelenburg's

136. What are rhythmic sharp spikes throughout an EKG tracing?

Interference

137. What are small pads or patches that are attached to the skin and connected to the leads to perform an EKG on a patient?

Electrodes  
lead

138. What are the fourth, fifth, sixth, or seventh characters in ICD 10?

either alphabetical or numeric  
abc... 1,2,3

139. What are the only fingers that should be used for a capillary puncture?

Middle and Ring  
only fingers

140. What blood test would be ordered if a patient is having menopausal symptoms such as night sweats and hot flashes?

Follicle Stimulating Hormone (FSH)  
menopausal

141. What blood test would be ordered to check to see if a patient has diabetes?

Glucose Tolerance Test (GTT)  
sugar

142. What can be used in lieu of washing with soap and water if hands or not visibly soiled?

instead in place

Alcohol Based Rub

143. What can be used to hold down the leads if they are not sticking properly on a patient?

Cloth Tape

144. What can occur if a tourniquet has been applied too tightly?

Petechiae  
pinpoint, round spots that appear on skin as result of bleeding

145. What classification does Escherichia Coli (E. Coli) fall into?

Gram negative bacillus

146. What classification of drug reduces pain and inflammation?

Non-Steroidal Anti-Inflammatory Drug (NSAID)  
against inflammation

147. What cleaning process reduces the number of microbes and makes something extremely clean?

organisms that are too small to be seen without microscope

Sanitization

148. What color of laboratory tube would a Medical Assistant use to collect a complete blood count (CBC) test?

Lavender (purple)  
additive: EDTA (anticoagulant)

149. What concept allows patients and families to be involved in the delivery of care?

Patient-Centered Care

150. What could interfere with a pulmonary function test?

Eating a heavy meal before the test

151. What department deals with microorganisms and their effect on other living organisms?

Microbiology

152. What department studies the body's ability to form clots and dissolve them?

Coagulation (Coags)  
clots

153. What department test for poisons, pharmaceutical and recreational drugs?

Toxicology  
study of

154. What describes an urgent referral?

It takes 24 hours to receive approval and is for a non-life threatening condition.

155. What device is used to measure a patient range of motion?

Goniometer  
measure angle

156. What diagnoses can be obtained within a urinalysis?

UTI, Kidney Disease, and Diabetes

157. What document identifies which procedures are allowed if a patient becomes unable to communicate medical decisions?

Advance Directive  
legal doc that allow to convey decisions about end-of-life care ahead of time

158. What does **ABN** stand for? Advanced Beneficiary Notice
159. What does a **cervical biopsy test** for? Cervical cancer
160. What does **'BP'** stand for? Blood Pressure
161. What does **'CC'** stand for? Chief Complaint
162. What does **CMS** stand for? Centers for Medicare and Medicaid Services
163. What does **'CXR'** mean? Chest X-Ray
164. What does **EHR** stand for? Electronic Health Record
165. What does **EMR** stand for? Electronic Medical Record
166. What does **EOB** stand for? Explanation of Benefits
167. What does **'I and O'** mean? Intake and Output
168. What does **'NS'** mean? No Show
169. What does **'O2'** stand for? Oxygen O<sub>2</sub>
170. What does **OSHA** stand for? Occupational Safety and Health Administration
171. What does **POMR** stand for? Problem Oriented Medical Record
172. What does **'STI'** mean? Sexually Transmitted Infection
173. What does the acronym **ABG** stand for? Arterial Blood Gas
174. What does the acronym **CABG** stand for? Coronary Artery Bypass Graft
175. What does the acronym **CBC** stand for? Complete Blood Count
176. What does the acronym **CLIA** stand for? Clinical Laboratory Improvement Amendments
177. What does the acronym **CPT** mean? Current Procedural Terminology
178. What does the acronym **ICD** stand for? International Classification of Diseases
179. What does the acronym **'OTC'** mean? Over The Counter
180. What does the acronym **'ROM'** stand for? Range of Motion
181. What does the chemical element **'K'** represent? Potassium K
182. What does the medical term **hypercholesterolemia** mean? High cholesterol  
hyper cholesterol
183. What does the medical term **Osteomalacia** mean? Softening of bone which is characteristic of Vitamin D deficiency  
↓ bone ↓ softening
184. What does the medical term **palpation** refer to? Method of feeling with the fingers or hands during a physical examination.
185. What does the medical term **'PO'** stand for? By Mouth, Latin for 'per os'
186. What does the medical term **'STAT'** mean? Immediately
187. What does the medical term **'TB'** represent? Tuberculosis TB
188. What does the prefix **derm/o-** or **dermat/o** mean? Skin  
dermatologist
189. What does the prefix **dys-** stand for? Difficult or Painful  
dyspnea
190. What does the prefix **nephro-** mean? Kidneys  
nephrologist
191. What does the suffix **-ectomy** mean? Surgical Removal  
hysterectomy
192. What does the suffix **-itis** mean? Inflammation  
dermatitis
193. What does the suffix **-plasty** mean? Surgical Reconstruction
194. What does the suffix **-urea** mean? Urine
195. What does the term **'aerobic'** mean? With Oxygen  
aeroplano to planes fly in air
196. What does the term **'anaerobic'** mean? Without Oxygen
197. What does the term **anaphylaxis** mean? A severe, potentially life-threatening allergic reaction
198. What does the term **auscultation** mean? The action of listening to sounds from the heart, lungs, or other organs, typically with a stethoscope, as a part of medical diagnosis.

199. What does the term 'hypoglycemia' mean? Low blood sugar  
*↓ sugar, blood*
200. What does the term 'PE' represent? Physical Examination
201. What does the term 'UTI' stand for? Urinary Tract Infection
202. What equipment protects the wearer from bodily injury or infection? PPE  
 Personal Protection Equipment
203. What federal agency oversees and regulates safety in the work place and provides training without cost? OSHA  
 Occupational Safety Health Organization
204. What Federal program provides health insurance for those with limited income and resources? Medicaid  
*aid those in need*
205. What group of people are most affected by systemic lupus erythematosus? Females  
*An inflammatory disease caused when immune system attacks own tissues* → SLE  
*red systemic*
206. What information is shown in block one of the CMS-1500 form? Block one indicates what kind of insurance (coverage) is applicable; for example Medicare or Medicaid
207. What is a classification of medications that are used to lower a patient's body temperature? Antipyretics  
*against ↓ fever*  
*related to ↓ pyrexia- fever*
208. What is a common antiseptic solution used to prep a surgical site? Betadine
209. What is a complication of removing sutures? Wound dehiscence  
*splitting or bursting open of a prod or wound*
210. What is a good practice in maintaining a sterile field and prevents dust scatter? Lay the surgical instrument gently on the sterile field
211. What is a HIPAA incidental disclosure? A secondary use or disclosure that cannot reasonably be prevented, is limited in nature, and that occurs as a result of another use or disclosure that is permitted by the Rule
212. What is a Holter monitor? Portable ambulatory heart monitoring system
213. What is a local facility that is able to provide immediate free and expert treatment advice and assistance over the telephone in case of exposure to poisonous or hazardous substances? Poison Control Center
214. What is a manifestation of anaphylaxis shock? Skin rash, nausea, vomiting, difficulty breathing, fainting, feeling light headed, low blood pressure, dizziness, or flushing
215. What is an advantage of breast feeding? Passes on natural acquired immunity  
*mom → baby*
216. What is anaphylaxis? Life threatening allergic reaction
217. What is an electrical connection attach the body to perform an EKG? Leads or Lead Wires  

218. What is an example of an allowable incidental disclosure? A hospital visitor overhearing a provider's confidential conversation with another provider or a patient, or a visitor catching a glimpse of a patient's information on a sign-in sheet or nursing station whiteboard.
219. What is a Naoreqing Oral Liquid (NRQ) medication? Treats post-craniotomic fever and is an anti-febrile → reduces fever medication  
*after surgery*
220. What is a normal PR interval? 0.12-0.20 seconds (3-5 small boxes)  

221. What is another name for a winged infusion set? Butterfly Needle
222. What is a Papanicolaou (pap smear) test screening for? Cervical Cancer
223. What is a patient experiencing if they become dizzy, sweaty, and flushed during a venipuncture? Syncope  
 ↓  
 loss of consciousness for a short period of time

224. What is a **provider looking for** in a patient when he/she orders an **Erythrocyte Sedimentation Rate (ESR)** on a patient? Inflammation  
male: 0 to 20 mm/hr  
female: 0 to 30 mm/hr
225. What is a **specific situation** in which a **drug should not be used** because it **may be harmful** to the patient? Contraindication  
↓ against ↓ point out ↓ action
226. What is a **sure way** that a **urine sample would be rejected** from the **lab**? Sterile container was not used
227. What is **considered a local systemic indication**? Topical
228. What is **considered a normal blood pressure** by the **American Heart Association**? 110/70  
\*ideal\* its 120/80
229. What is considered a **normal oral temperature**? 98.6
230. What is considered a **normal pulse rate**? 60-100 bpm  
bradycardia ↓ tachycardia ↑
231. What is considered a **normal respiration rate**? 12-20
232. What is considered **human pacemaker** and is **located on the right atrium of the heart**? Sinoatrial Node (SA Node)
233. What is considered the **largest department in the core laboratory**? Chemistry
234. What is important to wear when cleaning and disinfecting surgical instruments? PPE  
Personal Protective Equipment
235. What is not a PPE in a laboratory setting? Lab coat - more like uniform
236. What is **responsible for causing thrush**? Candida albicans  
fungal (yeast) infection that can grow in mouth, throat, etc  
↓ fungus
237. What is **secreted by the parathyroid gland** and is **important for bone growth**? Parathyroid hormone  
releases to control calcium levels in blood
238. What is **Systemic Lupus Erythematosus (SLE)**? An autoimmune disease that occurs when your body's immune system attacks your own tissues and organs  
females most affected
239. What is the **absence of bacteria, viruses, and other microorganisms**? Asepsis
240. What is the **additive in a yellow-top laboratory tube**? Sodium Polyanethol Sulfonate (SPS)
241. What is the **amount of tuberculin used for a TB test**? 0.1 mL
242. What is the **angle for a subcutaneous injection**? 45°  

243. What is the **angle of draw for phlebotomy**? 30° or less
244. What is the **angle of draw for veinpuncture when using a winged infusion set**? 15° - 20°  

245. What is the **anticoagulant/additive in a green-top tube**? Heparin  
Sodium Heparin  
Lithium Heparin
246. What is the **antiglycolitic agent in a gray-top tube** that preserves the glucose for up to **72 hours**? Sodium Fluoride
247. What is the **best position for procedures that require patients to be lying flat on the back with arms down to the side**? Supine  

248. What is the **best position to help a patient who is having difficulty breathing**? Fowler's  

249. What is the **best way for a Medical Assistant to prevent infection**? Hand Washing
250. What is the **best way to help stop bleeding after performing a fingerstick** on a patient? Apply Pressure
251. What is the **biological removal of a medication from the body**? Excretion  
↓ taking out  
Systolic  
Diastolic
252. What is the **bottom number of a blood pressure** called? Diastolic
253. What is the **causative agent of syphilis**? Treponema pallidum  
STD caused by bacterium
254. What is the **chemical energy production structure of the cell that powers the cell's metabolic activities**? Mitochondria  
powerhouse of the cell
255. What is the **chemical name for bleach**? Sodium Hypochlorite  
think of chlorine
256. What is the **definition of contrast that is used during an X-ray procedure**? A special solution to help highlight the areas of the body being examined
257. What is the **definition of wound dehiscence**? Surgical complication in which a wound ruptures along a surgical incision.



258. What is the **drug Haloperidol** used for?

It can treat certain types of mental disorders. It can also control symptoms of Tourette syndrome.

259. What is the **electronic record of patient's information** that is **generated whenever a patient accesses medical care in a single health care organization**?

EMR  
Electronic  
Medical  
Record

260. What is the **failure to do something that a reasonably prudent individual would do under similar circumstance**?

Negligence

261. What is the **first character in ICD-10**?

Alphabetical  
abc...

262. What is the **gain control of an EKG machine**?

Controls  
height/voltage or  
waveform

263. What is the **healthcare plan for military personnel and their dependents to receive care from civilian providers at the expense of the Federal government**?

Tricare

264. What is the **hierarchal pyramid with five levels that are self actualization, self-esteem, belonging, safety, and physiological**?



265. What is the **least prevalent white blood cell which comprises less than 1% of white blood cell volume**?

Basophils  
"immune surveillance"  
ability to detect & destroy  
Early cancer cells

266. What is the **main purpose for quality control (QC)**?

To promote accurate test results

267. What is the **main purpose of a chain of custody**?

To document  
chronological  
history of specimen

268. What is the **medical term for a low blood pressure**?

Hypotension  
↓  
below

269. What is the **medical term for a patient who is experiencing abnormally slow respiration**?

Bradypnea → breathing  
↓  
slow

270. What is the **medical term for fainting or 'passing out'**?

Syncope - fainting  
ppt experience this when getting  
Venopuncture

271. What is the **medical term for hair loss**?

Alopecia - hair loss

272. What is the **medical term for having a fever**?

Febrile  
fever

273. What is the **medical term for lateral shoulder**?

→ think about giving vaccines in deltoid muscle

Deltoid

274. What is the **medical term for painful menstrual periods**?

Dysmenorrhea  
↓  
discomfort  
menstrual flow

275. What is the **medical term for surgical removal of the gallbladder**?

Cholecystectomy  
gallbladder surgical removal

276. What is the **medical term for swallowing air**?

Aerophagia  
air swallowing

277. What is the **medical term for very low blood sugar**?

Hypoglycemia  
below sugar/glucose

278. What is the **medical term for 'without fever'**?

Afebrile  
against fever

279. What is the **minimum amount of milliliters that a medical assistant should put in each bottle for a blood culture**?

8 - 10 mL

280. What is the **most common form of anaphylaxis**?

Urticaria (hives)

281. What is the **most common form of diabetes**?

Type 2 diabetes mellitus & adult-onset diabetes

282. What is the **most important component of patient safety**?

Correctly identifying the patient  
"can you please state your name & DOB"

283. What is the **most important role of the Medical Assistant**?

Patient Education  
making sure they know what is going on

284. What is the **negligent delivery of professional services**?

Malpractice

285. What is the **neutralization or removal of dangerous substances or germs from an area, object, or person**?

Disinfection

286. What is the **normal temperature range for urine**?

90 °F to 100 °F  
(32 °C to 38 °C)

287. What is the **organization that regulates healthcare facilities**?

The Joint Commission  
they join together to

288. What is the **prefix for blue**?

Cyan-

289. What is the **process of coagulation and the body's ability to form a clot and dissolve them at the same time**?

Hemostasis

290. What is the **process of making something free from bacteria or living microorganisms**?

Sterilization - autoclave

291. What is the **process required by some insurance carriers in which the provider must prove medical necessity before performing a procedure**?

Precertification

292. What is the **proper needle size for interadermal injection**?

25 gauge to 28 gauge

293. What is the **proper way to open a sterile package to maintain sterile technique**?

Open package away from the body

294. What is the purpose for a blood culture test?

To detect the presence of bacteria or fungi in the blood

307. What is transmitted by contact exposure?

STI's Sexually Transmitted Infection

295. What is the purpose for an ABG?

Arterial Blood Gas

To measure the oxygen and carbon dioxide in the blood from an artery

308. What is true regarding the sterile field tray?

A 1-inch border around the sterile field is considered contaminated

296. What is the purpose of a Prothrombin Time/International Normalized Ratio PT/INR blood test?

To help diagnose the cause of unexplained bleeding or inappropriate blood clots

309. What is typically used to wrap a sprained ankle?

Figure-eight bandage



297. What is the purpose of inverting blood tubes?

For proper mixture of additive in blood and to prevent micro clots

310. What is used to examine a patient's body if they have a rash?

Palpation skin texture temp sweating differences Keratosis pain Induration

298. What is the rate of deflation of the sphygmomanometer while doing a blood pressure.

2-3 mm Hg /s per second

311. What is used to examine the structures of the eye?

Ophthalmoscope eye instrument

299. What is the safest way to ensure that all patient records are kept and stored properly?

Download to an external storage device backup

312. What is used to safely dispose of needles and other sharp objects?

Puncture-resistant container sharp so resist any punctures

300. What is the second and third character in ICD-10?

Numeric

313. What kind of patient would a Medical Assistant take to a private area so as not to disturb the other patients that might be in the waiting area or within earshot?

Angry Angry people will disrupt peace

301. What is the standard claims form used by health care professionals to request reimbursement for services rendered?

CMS-1500

314. What laboratory department studies blood and blood cell counts?

Hematology - study of blood

302. What is the study of medications and how they act on the body both good and bad, as well as their classification and various properties?

Pharmacology think of how pharmacy has meds

315. What laboratory test would a patient be asked not to take aspirin, Vitamin C supplements or eat certain foods like broccoli or red meat?

Fecal Occult

303. What is the surgical procedure to reroute the colon?

Colostomy colon create opening

316. What laboratory tube color would be used for glucose test?

Gray

304. What is the term for inflammation of the pericardium?

Pericarditis around heart inflammation

317. What law protects the privacy of a patient's medical record?

HIPAA Health Insurance Portability Accountability Act

305. What is the term used that makes a particular treatment or procedure advisable? For an example, a provider tells the patient to take two Tylenol tablets every four hours until their headache is gone.

Indication is telling patient to take med

318. What location is an intradermal injection?

Just under the skin - dermal intra

306. What is the transfer of a drug from one location to another within the body?

Distribution distributing body

319. What location is an intramuscular injection?

Deep in the muscle

320. What location is a subcutaneous injection?

Under the skin

321. What medical equipment uses a chamber to sterilize equipment requiring elevated temperature and pressure?

Autoclave uses distilled water

322. What must a Medical Assistant tell the patient to do with their hand when performing a blood draw?

Make a fist make you feel vein more

323. What must the Medical Assistant document after giving a patient an influenza vaccine?

Expiration date and lot number

324. What **organization manages providers, hospitals, and other health care entities who have agreed with an insurer or third party to provide health care at reduced rates?** PPO  
Preferred Provider Organization
325. What organization sets quality standards and issues certificates for human clinical laboratories? CLIA
326. What particular medication is placed on patient's skin with a sticky backing and is absorbed slowly? Transdermal → skin  
Patches
327. What part of Medicare pays for hospitalization? Part A
328. What patient referral is considered a urgent referral? Patient needs referral within 24 hours
329. What percentage of isopropyl alcohol would a medical assistant use to clean a patient's skin prior to a procedure? 70%
330. What position should a patient be in during vaginal examinations? Lithotomy
331. What PPE should be used to assist in an endoscopy? Personal Protective Equipment  
Sterile Gloves  
→ use an instrument for examination within
332. What precaution should a Medical Assistant inform a patient when collecting a 24 hour urine? Do not inadvertently get stool in the urine as this would contaminate the specimen for testing
333. What procedure monitors cardiovascular capacity during a period of increasingly strenuous exercise? Stress Test  
think of when you get on bike
334. What proportion solution of bleach and water should be used to clean up urine or blood that has been spilled on the floor? 1 : 10 water chlorine
335. What route would be used for an insulin injection? Subcutaneous S.C.
336. What route would be used for a purified protein derivative/tuberculosis (PPD/TB) skin test? Intra|dermal → skin  
↓  
within
337. What should a Medical Assistant do if a provider is late? Offer to reschedule the patient's appointment
338. What should a Medical Assistant do if someone touches a sterile field without gloves, reaches across it, or otherwise contaminates it in any way? Completely break down the sterile field and start over
339. What should a Medical Assistant do if sterilized instruments have no process date on the wrapped package? Reprocess and rewrap
340. What should an MA do if they suspect spousal abuse? Provide a brochure or list of organizations that can assist the patient
341. What should a patient be given if they are experiencing insulin shock? Glucose  
sugar
342. What should be checked when using a reagent strip or solution for a urinalysis? Expiration Date  
if expired, no accurate results
343. What should you do if a patient request the medical records of their spouses office visit? Explain you are not allowed to release the records regardless of the relationship to the patient
344. What should you give a patient if they show signs of hypoglycemia? Orange Juice  
low sugar
345. What specimen would be obtained from a patient when performing a Human Chorionic Gonadotropin (HCG)? Urine
346. What surgical procedure improves blood flow to the heart? CABG  
Coronary Bypass Graft
347. What term in coding indicates that one procedure was used multiple times on a patient? Modifier
348. What term refers to a patient who has not eaten anything for a period of 12 hours or longer? Basal State
349. What test is ordered to screen for hidden blood in the stool? Fecal Occult Blood Test  
↓  
stool
350. What traces the electrical activity of the heart? EKG  
Electrocardiogram
351. What two laboratory tubes would yield serum once they are centrifuged? Red or Gold  
think of how they have come lab use
352. What type of solution is used for sterilization? Distilled water  
think of if it involves more on instruments from outside
353. What vessel has oxygenated blood? Arteries  
ventricles

354. What would a Medical Assistant **document** in the **patient's chart** after **administering an injection**?  
 Site  
*where it was administered*
355. What would a Medical Assistant do if the **injection dosage is not listed** on the **patient's chart or requisition**?  
 Verify with the provider  
*Always make sure with*
356. What would a Medical Assistant take in **consideration** about the patient when **performing a blood pressure check**?  
 Weight  
*wt*
357. What would a provider recommend to a patient who has **hypercholesterolemia**?  
 Reduce fat intake  
*above cholesterol condition of high*
358. What would be the **next step** when **drawing blood after removing the needle** from a patient?  
 Apply the safety device  
*want to make sure no one will get poked*
359. What would be the **normal color** of a **urine specimen**?  
 Pale yellow to deep amber  
*hydrated*
360. What would be the **proper way to rinse surgical instruments** prior to **disinfection and sterilization**?  
 Cold water, not hot or warm  
*don't think about washing dishes*
361. When a patient's heart points to the **right side** instead of the left, this is called:  
 Dextrocardia  
*right side heart*
362. When a patient uses a **24 hour Holter Monitor**, what is an **event marker**?  
 Evaluates the correlation of symptoms and activity of the heart
363. When a **provider sends a patient to another provider for specific care**, what is this process called?  
 A referral  
*think about getting one for G.I / Cardio*
364. When autoclaving surgical equipment, what should be **used to ensure** that the **proper temperature, pressure and time** were **reached inside** the autoclave machine?  
 Sterilization indicator tape  
*request lab test indicates sterilization*
365. When it comes to medications, **how long** it takes for a **drug to get into the bloodstream** is considered:  
 Absorption time  
*blood absorbs it*
366. When **performing a blood culture**, what **kind of bottles** are used for collection?  
 Anaerobic and Aerobic  
*w/out air*
367. When **performing a blood pressure** what is the **top number** called?  
 Systolic  
*diastolic*
368. When **performing a BP**, the **diastolic** would be the **phase**.  
 Relaxation  
*your relaxing off*
369. When **performing a BP**, the **systolic** pressure would be the **phase**.  
 Contraction  
*your pumping off*
370. When **performing CPR**, how many **compressions** should be given per **minute**?  
 100 compressions  
 30 comp  
 2 breaths
371. When **scheduling a patient** that is **receiving multiple tests**, which test should be **performed first**?  
 The **least invasive**
372. When should a Medical Assistant **disinfect an exam room**?  
 After **each patient** encounter  
*don't want to spread germs*
373. When **taking a BP**, how would the **sounds of the systolic pressure** be described?  
 Tapping  
*you stop when you no longer hear*
374. When using an **anaerobic and aerobic bottle** for blood culture test, what **precaution** must the Medical Assistant be aware of?  
 Do not expose either bottle to the **other**.  
*think of contamination*
375. When would a Medical Assistant **draw the first blood** from a patient when **performing a Glucose Tolerance Test (GTT)**?  
 After the patient finishes **drinking** the **glucose** solution  
*trying to see how patient reacts*
376. When would a patient **press the event marker** when **wearing a 24-hour Holter monitor**?  
 At the **time of an occurrence**  
*think ab when your chest starts to hurt & you had to use the phone*
377. Where does **electrical conduction** begin in a **healthy human heart**?  
 Sinoatrial Node (SA Node)  
*is the pacemaker*
378. Where is **cellular DNA** located?  
 Nucleus - contains genetic info
379. Where is the **Vastus Lateralis**?  
 Upper Thigh  
*think ab giving LM shots*
380. Where would a **body fat measurement** be taken using calipers?  
 Iliac Crest or Triceps  
*measures distance between two opposite sides of an object*  
*curved part at top of hip*  
*found on back of upper arm*
381. Where would a Medical Assistant **place the precordial leads** on a patient?  
 Chest  

382. Where would a Medical Assistant **place the requisition** if a patient's specimen is sent to an outside laboratory?  
 Outside Pocket
383. Where would A Medical Assistant **take a temporal temperature**?  
 Forehead
384. Where would an **influenza test** be taken from a patient?  
 Nasal aspirate or throat swab
385. Where would a patient **most likely feel pain** if they have an **appendicitis**?  
 Right lower quadrant  
  
*appendix inflammation*
386. Where would a **pulse oximetry device** be placed on a patient to measure the **oxygen level in the blood**?  
 Ear Lobe or finger  
*remember: no nail polish no cold hands*
387. Where would a **tympanic temperature** be obtained from?  
 Ear  

388. Where would **creativity and morality** be on the **Maslow's Hierarchy of Needs**?  
 Self-Actualization  

389. Where would the **ground lead of an EKG** be placed?  
 Right Leg  




390. Where would the MA place the label on a container for a UA specimen?

urinalysis

On the cup, not the lid because the lid can be separated from the cup.

391. Which blood test determines the average blood sugar concentration for the preceding two to three months to check for diabetes?

Hemaglobin A1C

blood protein  
Simple blood test that measures average blood sugar over the past 3 months

392. Which body plane divides the body into anterior and posterior portions?

Coronal/Frontal

divided front back

393. Which body plane divides the body into left and right portions?

Sagittal

394. Which body plane divides the body into superior and inferior portions?

Transverse

395. Which body system consist of the skin?

Integumentary system  
Skin

396. Which body system protects underlying tissue and is the body system associated with skin?

Integumentary system

397. Which body system's function helps with the absorption of nutrients?

Digestive

398. Which body system transports hormones and is directly related with hypothyroidism or hyperthyroidism?

Endocrine

399. Which classification of drug is derived from opium and is used to treat pain?

Opiates pain relief  
Opium

400. Which class of mail provides the greatest security for items that have monetary value?

Registered Mail

401. Which color of tube should be filled first when performing a capillary collection?

Lavender (purple)

blood sample collected by pricking skin

402. Which drug has a morphine-like effect?

Opiates

403. Which form lists frequently used diagnosis and procedural codes in one place for easy access?

Encounter Form  
puedes encontrar todo en un solo lugar

404. Which guideline applies to sending an order for a schedule II prescription?

RX must be signed by the provider and E-prescribing is allowed

405. Which instrument would be used to remove suture?

Sterile thumb dressing forceps

406. Which is the most appropriate site for an intramuscular injection of an infant?

Vastus Lateralis (upper thigh) think ab baby shots

407. Which is the only calculating method that available for both regular & irregular rhythms?

Six-second method = 30 big boxes  
1 big box = 0.2  
5 big box = 1sec

408. Which is the only route of a parenteral injection that is not aspirated?

Intradermal

409. Which kind of tablet contains an outer shell that prevents it from dissolving until it reaches the intestines, often to prevent stomach irritation?

Enteric Coated

think ab getting substrate for stomach bc it "controls" it

410. Which leukocyte accounts for nearly 60% of white blood cell volume?

Neutrophils

411. Which level on Maslow's Hierarchy of Needs would you find food, water, shelter, and warmth?

Physiological

Basic needs



412. Which medical service deals with the science of x-rays and other high-energy radiation, especially the use of such radiation for the diagnosis and treatment of diseases?

Radiology

413. Which Medical service is concerned with the correction of deformities or functional impairments of the skeletal system?

Orthopedics

414. Which medication dilates the bronchi and bronchioles by decreasing resistance in the respiratory airways and increasing airflow to the lungs.

Bronchodilators

415. Which medication should the patient stop using if they have been scheduled a pulmonary function test?

Bronchodilators  
opens up resistance, easier to breathe

416. Which method would a Medical Assistant use to measure an infant from head to toe?

Anthropometric measurement

417. Which node is stimulated after the sinoatrial node (SA Node) fires?

Atrioventricular

418. Which of the following actions should a medical assistant take when closing the clinical area at the end of the day?

Restock medical supplies in the examination rooms

419. Which of the following describes the correct electrode placement for lead V5?

Anterior axillary line, 5th intercostal space



420. Which of the following digits should a Medical Assistant evaluate first for a capillary blood collection?

Fourth (ring) finger




421. Which of the following is not within the scope of practice of a medical assistant?

Pathogenic Identification

422. Which of the following is not within the scope of practice of a medical assistant?

Interpreting laboratory test results



423. Which of the following is the **most accurate site** for measuring a patient's body temperature? Rectum
424. Which of the following **should patients always be provided** when educating them on HIPAA? Confidentiality Statement
425. Which of the following would **most likely be caused by smoking**? Atherosclerosis  
*plaque* ↓ *hardening* ↓ *diseased condition*
426. Which of these are **transmitted via blood borne route**? HIV  
 Human Immunodeficiency Virus
427. Which **organization regulates** the need for Hep B vaccine before employment? OSHA  
 Occupational Safety and Health Administration
428. Which **organ of the human body** is the most important for metabolism of medications? Liver
429. Which **part of the body** is an otoscope used to examine? Ear
430. Which **position** is lying flat on the abdomen with arms above the head? Prone  
*prone on la cama*
431. Which **position** is lying flat on the table with buttocks at the end of the table and feet resting in stirrups? Lithotomy
432. Which **procedure** is performed to test for color vision? Ishihara eye chart
433. Which **provider** has advanced academic training beyond the Registered Nurse? Nurse Practitioner (NP)
434. Which **provider** is similar to medical doctors, but have a holistic approach? Doctors of Osteopathy (DO)
435. Which **provider practices medicine under the direction and supervision** of a licensed medical doctor (MD)? Physicians Assistant (PA)
436. Which **provider treats patients who suffer from hormonal and balances**? Endocrinologist  
*part of endocrine system*
437. Which **record** should always be filed in chronological order? POMR  
 Problem Oriented Medical Record
438. Which **solution** is used to help sterilize surgical equipment in conjunction with autoclaving? Distilled water
439. Which **style of business letter** has all elements left-justified on page? Modified Block
440. Which **surgical instrument** is used to grasp tissue? Forceps
441. Which **surgical procedure** uses extreme cold produced by liquid nitrogen to destroy abnormal tissue? Cryosurgery  
 ↓ cold
442. Which **temperature method** is considered the most accurate form of taking a temperature, but poses a greater risk of exposure to blood-borne pathogens? Rectal: Rectum
443. Which **test** is collected from the throat of a patient? Streptococcal Test - swab you
444. Which **test** is ordered to check if a patient is pregnant? Human Chorionic Gonadotropin (HCG)
445. Which **test** would be performed on a patient to check lung function? Spirometry  
 pulmonary function / breathing test
446. Which type of billing sends statements to a patient at scheduled times of the month throughout the month? Cycle as in billing cycle  

447. While working at an **pediatric office** you suspect abuse with one of your patients, what should you do? Report to Provider  
*18 y/o & younger they are in charge*
448. Who **diagnoses and treats** diseases of the heart? Cardiologist  
 heart ↑
449. Who is in charge of the **Medical Assistant** within a providers office? Office Manager
450. Who must pay for an employees Hepatitis B vaccine? Employers themselves
451. Who **owns the physical form** containing the patient's information? the author or provider  
*they are in charge*
452. Who typically gets **Systemic Lupus Erythematosus (SLE)**? Common among African American, Hispanic, Asian, and Native American women.
453. Why is it important to ask a patient if they are allergic to shellfish before being administered contrast solution for an X-ray or computerized axial tomography (CT or CAT) scan? Shellfish and contrast both contain iodine  

454. Why is it important to follow the **order of draw** when performing a venipuncture? Cross contamination or additive/anticoagulant Carryover
455. Why would an **EKG strip** show a wandering baseline? The electrode pads were defective or poorly attached.  
