

NHA Clinical Medical Assistant Study Aid

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

32. How far above the venipuncture site should a tourniquet be placed?	3 - 4 inches	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
33. How far should a patient be standing away from a vision eye chart when performing a distance visual examination?	20 Feet	50. If a patient has a hematoma on both antecubital areas, where would a Medical Assistant look for a vein?	Hands
34. How is a closed wound injury caused?	Blunt Force Trauma	51. If a patient is deaf or hard of hearing, how would a Medical Assistant communicate with the patient?	Through an interpreter
35. How is syphilis transmitted?	Sexual skin-to-skin contact	52. If a patient starts to sweat during a stress test, what should the Medical Assistant do?	Nothing; this is normal
36. How long should a Holter Monitor be worn?	24 hours	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
37. How many chambers does the human heart have?	Four	54. If a wound culture is taken, what must the Medical Assistant document in the patient's file?	Any recent use of antibiotics
38. How many characters are there in ICD-10?	Seven	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
39. How many fingers from the acromion process would a Medical Assistant administer an injection?	Three	56. If the office receives a call about someone who has ingested a hazardous chemical refer them to the _____.	Poison Control Center
40. How many pounds is 80 kilograms?	176.3 pounds	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
41. How often should a medical facility updates its exposure control plan?	Yearly	58. Infectious agent, reservoir, portal of exit, mode of transmission, portal of entry, and susceptible host are all part of what?	Chain of Infection
42. How should a Medical Assistant open a package to maintain a sterile field?	Away from the body	59. The information contained within the medical record belongs to:	The patient
43. How should the skin be cleaned for a venipuncture?	In a circular motion from inside to outside	60. Information the patient tells the Medical Assistant or provider is considered:	Subjective
44. How would a Medical Assistant calculate a patient's BMI?	Height and weight	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
45. How would a Medical Assistant collect urine from an infant?	Using a special plastic bag with a sticky strip and checked often	62. _____ is a common skin infection that is caused by fungus.	Ringworm (tinea)
46. How would a medical assistant convert kilograms to pounds?	Multiply weight in kilograms by 2.2	63. _____ is a pressure chamber used to sterilize equipment requiring elevated temperature and pressure.	Autoclave
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		

64. _____ is the process of making something free from bacteria or living microorganisms.	Sterilization	80. The Medical Assistant should _____ the patient's skin to ensure the electrodes stay on the patient.	Clean and Dry
65. _____ is the removal of all or part of the breast.	Mastectomy	81. Obtaining a patient's signature to perform a procedure is called:	Written Consent
66. An _____ is used to look into the ear.	Otoscope	82. Of the following which is a medical assistant not allowed to perform?	ABG
67. A _____ is used to measure blood pressure.	Sphygmomanometer	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
68. A list of guarantees for those receiving medical care, including fair treatment and autonomy over medical decisions:	Patients' Bill of Rights	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
69. Local and Systemic indication routes of medication are defined as:	Delivering drugs directly to the site	85. One pound is equal to _____ kilograms.	0.5
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'	86. Painful or difficult urination is called:	Dysuria
71. Make sure all employees are aware of the emergency exit in case of _____.	Fires	87. Parathyroid hormone is associated with the regulation of which element in the body?	Calcium
72. The maximum amount a third-party payer will pay for a particular procedure or service.	Allowed Amount	88. A part of insurance for which the patient pays a fee at the time of service:	Copay
73. The maximum depth for a heel puncture is:	2.0mm	89. A patient comes to the office with symptoms of body aches, cough, and fever. This could indicate a diagnosis of:	Influenza
74. Measurable information or findings obtained by the provider about the patient:	Objective		
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		
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		
79. A medical assistant should obtain information about hazardous substances by referring to what manual?	MSDS		

90. A patient could have a _____ infection if they are experiencing lower back pain or bilateral side pain.	Kidney	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.	Transition of Care
91. A patient extending his/her arm for phlebotomy or undressing for a physical exam is considered:	Implied Consent	107. A provider prescribes a UA for a patient who has an infection. For what condition is the provider testing?	UTI
92. A patient is _____ if they appear bluish in the skin.	Cyanotic	108. Refers to the chronological documentation or paper trail of a specimen.	Chain of Custody
93. A patient receiving ear irrigation could experience which of the following?	Vertigo	109. Ringworm (tinea) belong to which of the following disease classification?	Fungal
94. Patients are restricted from _____ when wearing a Holter monitor	Showring	110. Scheduling appointments for patients on a future date is:	Advanced booking
95. A patients CC of lower back pain could be the result of:	Pyelonephritis	111. Scheduling patients on the same day at the same time is called?	Clustering
96. The patient should be _____ prior to cholesterol, lipid or triglyceride tests.	Fasting	112. Scheduling two patients to see the provider at the same time is called:	Double booking
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	113. Shellfish, eggs, and milk contain which trace element?	Iodine
98. A patient who has missed their scheduled appointment is considered a:	No-show (NS)	114. A specified amount of money that the insured must pay before an insurance company will pay a claim:	Deductible
99. A patient who has not been seen before or has not seen the provider in three years is considered:	A new patient	115. A statement detailing which services were paid, denied, or reduced by the patient's insurance company:	EOB
100. A patient with persistent acetone breath could be a sign of:	Diabetes (hyperglycemia)	116. _____ stop bleeding by clumping and clotting at a vessel injury.	Platelets (Thrombocytes)
101. Perform quality control (QC) on a scale by balancing the scale first before:	Weighing a patient	117. The study of the structure of living things is called?	Anatomy
102. Pertaining to the Chains of Infection, what is considered the reservoir?	The place where the microorganisms live, like a toilet seat, keyboard, or food and water.	118. _____ surgery helps improve blood flow to the heart.	Coronary Artery Bypass Graft (CABG)
103. Possible cause of cirrhosis could be _____.	Alcohol, Hepatitis B and C, or Fatty Liver Disease	119. Tachycardia would be defined as a heart rate greater than_____.	100 bpm
104. A primary symptom that a patient states as the reason for seeking medical care:	CC	120. An _____ temperature is normally 1° lower than an oral temperature.	Axillary
105. Prior approval for treatment and procedures is called:	Preauthorization	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
		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	141. What blood test would be ordered to check to see if a patient has diabetes?	Glucose Tolerance Test (GTT)
125. This Federal health insurance program provides insurance for those aged 65 or older, certain people with disabilities, and those with ESRD.	Medicare	142. What can be used in lieu of washing with soap and water if hands or not visibly soiled?	Alcohol Based Rub
126. This process confirms how a patient or their insurance provider will pay for services:	Verification of Eligibility	143. What can be used to hold down the leads if they are not sticking properly on a patient?	Cloth Tape
127. Threatening a person with bodily harm is considered:	Assault	144. What can occur if a tourniquet has been applied too tightly?	Petechiae
128. The transport and exchange of O₂ and CO₂ are between which two body systems?	Cardiac and Respiratory	145. What classification does Escherichia Coli (E. Coli) fall into?	Gram negative bacillus
129. ___ transports oxygen throughout the body.	Erythrocyte (RBC)	146. What classification of drug reduces pain and inflammation?	Non-Steroidal Anti-Inflammatory Drug (NSAID)
130. Unconsented physical contact with another person is considered:	Battery	147. What cleaning process reduces the number of microbes and makes something extremely clean?	Sanitization
131. Veins carry deoxygenated blood _____ the heart	Toward	148. What color of laboratory tube would a Medical Assistant use to collect a complete blood count (CBC) test?	Lavender (purple)
132. Wage replacement and medical benefits for those injured on the job is:	Workers' Compensation	149. What concept allows patients and families to be involved in the delivery of care?	Patient-Centered Care
133. A well seasoned athlete would have a lower heart rate under _____ bpm.	60	150. What could interfere with a pulmonary function test?	Eating a heavy meal before the test
134. What action should be taken interviewing a patient who has an anxiety?	Listen and show the patient you recognize their concerns	151. What department deals with microorganisms and their effect on other living organisms?	Microbiology
135. What anatomical position is effective in raising a patient's low blood pressure?	Trendelenburg's	152. What department studies the body's ability to form clots and dissolve them?	Coagulation (Coags)
136. What are rhythmic sharp spikes throughout an EKG tracing?	Interference	153. What department test for poisons, pharmaceutical and recreational drugs?	Toxicology
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	154. What describes an urgent referral?	It takes 24 hours to receive approval and is for a non-life threatening condition.
138. What are the fourth, fifth, six, or seventh characters in ICD 10?	either alphabetical or numeric	155. What device is used to measure a patient range of motion?	Goniometer
139. What are the only fingers that should be used for a capillary puncture?	Middle and Ring	156. What diagnoses can be obtained within a urinalysis?	UTI, Kidney Disease, and Diabetes
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)	157. What document identifies which procedures are allowed if a patient becomes unable to communicate medical decisions?	Advance Directive

158. What does ABN stand for?	Advanced Beneficiary Notice	184. What does the medical term palpation refer to?	Method of feeling with the fingers or hands during a physical examination.
159. What does a cervical biopsy test for?	Cervical cancer	185. What does the medical term 'PO' stand for?	By Mouth, Latin for 'per os'
160. What does 'BP' stand for?	Blood Pressure	186. What does the medical term 'STAT' mean?	Immediately
161. What does 'CC' stand for?	Chief Complaint	187. What does the medical term 'TB' represent?	Tuberculosis
162. What does CMS stand for?	Centers for Medicare and Medicaid Services	188. What does the prefix derm/o- or dermat/o mean?	Skin
163. What does 'CXR' mean?	Chest X-Ray	189. What does the prefix dys- stand for?	Difficult or Painful
164. What does EHR stand for?	Electronic Health Record	190. What does the prefix nephro mean?	Kidneys
165. What does EMR stand for?	Electronic Medical Record	191. What does the suffix -ectomy mean?	Surgical Removal
166. What does EOB stand for?	Explanation of Benefits	192. What does the suffix -itis mean?	Inflammation
167. What does 'I and O' mean?	Intake and Output	193. What does the suffix -plasty mean?	Surgical Reconstruction
168. What does 'NS' mean?	No Show	194. What does the suffix -urea mean?	Urine
169. What does 'O2' stand for?	Oxygen	195. What does the term 'aerobic' mean?	With Oxygen
170. What does OSHA stand for?	Occupational Safety and Health Administration	196. What does the term 'anaerobic' mean?	Without Oxygen
171. What does POMR stand for?	Problem Oriented Medical Record	197. What does the term anaphylaxis mean?	A severe, potentially life-threatening allergic reaction
172. What does 'STI' mean?	Sexually Transmitted Infection	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.
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		
182. What does the medical term hypercholesterolemia mean?	High cholesterol		
183. What does the medical term Osteomalacia mean?	Softening of bone which is characteristic of Vitamin D deficiency		

199. What does the term 'hypoglycemia' mean?	Low blood sugar	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
200. What does the term 'PE' represent?	Physical Examination	212. What is a Holter monitor?	Portable ambulatory heart monitoring system
201. What does the term 'UTI' stand for?	Urinary Tract Infection	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
202. What equipment protects the wearer from bodily injury or infection?	PPE	214. What is a manifestation of anaphylaxis shock?	Skin rash, nausea, vomiting, difficulty breathing, fainting, feeling light headed, low blood pressure, dizziness, or flushing
203. What federal agency oversees and regulates safety in the work place and provides training without cost?	OSHA	215. What is an advantage of breast feeding?	Passes on natural acquired immunity
204. What Federal program provides health insurance for those with limited income and resources?	Medicaid	216. What is anaphylaxis?	Life threatening allergic reaction
205. What group of people are most affected by systemic lupus erythematosus?	Females	217. What is an electrical connection attach the body to perform an EKG?	Leads or Lead Wires
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	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.
207. What is a classification of medications that are used to lower a patient's body temperature?	Antipyretics	219. What is an Naoreqing Oral Liquid (NRQ) medication?	Treats post-craniotomic fever and is an anti-febrile medication
208. What is a common antiseptic solution used to prep a surgical site?	Betadine	220. What is a normal PR interval?	0.12-0.20 seconds (3-5 small boxes)
209. What is a complication of removing sutures?	Wound dehiscence	221. What is another name for a winged infusion set?	Butterfly Needle
210. What is a good practice in maintaining a sterile field and prevents dust scatter?	Lay the surgical instrument gently on the sterile field	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

224. What is a provider looking for in a patient when he/she orders an Erythrocyte Sedimentation Rate (ESR) on a patient?	Inflammation	241. What is the amount of tuberculin used for a TB test?	0.1 mL
225. What is a specific situation in which a drug should not be used because it may be harmful to the patient?	Contraindication	242. What is the angle for a subcutaneous injection?	45°
226. What is a sure way that a urine sample would be rejected from the lab?	Sterile container was not used	243. What is the angle of draw for phlebotomy?	30° or less
227. What is considered a local systemic indication?	Topical	244. What is the angle of draw for veinpuncture when using a winged infusion set.	15° - 20°
228. What is considered a normal blood pressure by the American Heart Association?	110/70	245. What is the anticoagulant/addictive in a green-top tube?	Heparin
229. What is considered a normal oral temperature?	98.6	246. What is the antiglycolitic agent in a gray-top tube that preserves the glucose for up to 72 hours?	Sodium Fluoride
230. What is considered a normal pulse rate?	60-100 bpm	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
231. What is considered a normal respiration rate?	12-20	248. What is the best position to help a patient who is having difficulty breathing?	Fowler's
232. What is considered human pacemaker and is located on the right atrium of the heart?	Sinoatrial Node (SA Node)	249. What is the best way for a Medical Assistant to prevent infection?	Hand Washing
233. What is considered the largest department in the core laboratory?	Chemistry	250. What is the best way to help stop bleeding after performing a fingerstick on a patient?	Apply Pressure
234. What is important to wear when cleaning and disinfecting surgical instruments?	PPE	251. What is the biological removal of a medication from the body?	Excretion
235. What is not a PPE in a laboratory setting?	Lab coat	252. What is the bottom number of a blood pressure called?	Diastolic
236. What is responsible for causing thrush?	Candida albicans	253. What is the causative agent of syphilis?	Treponema pallidum
237. What is secreted by the parathyroid gland and is important for bone growth?	Parathyroid hormone	254. What is the chemical energy production structure of the cell that powers the cell's metabolic activities?	Mitochondria
238. What is Systemic Lupus Erythematosus (SLE)?	An autoimmune disease that occurs when your body's immune system attacks your own tissues and organs	255. What is the chemical name for bleach?	Sodium Hypochlorite
239. What is the absence of bacteria, viruses, and other microorganisms?	Asepsis	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
240. What is the additive in a yellow-top laboratory tube?	Sodium Polyanethol Sulfonate (SPS)	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.	274. What is the medical term for painful menstrual periods?	Dysmenorrhea
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	275. What is the medical term for surgical removal of the gallbladder?	Cholecystectomy
260. What is the failure to do something that a reasonably prudent individual would do under similar circumstance?	Negligence	276. What is the medical term for swallowing air?	Aerophagia
261. What is the first character in ICD-10?	Alphabetical	277. What is the medical term for very low blood sugar?	Hypoglycemia
262. What is the gain control of an EKG machine?	Controls height/voltage or waveform	278. What is the medical term for 'without fever'?	Afebrile
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	279. What is the minimum amount of milliliters that a medical assistant should put in each bottle for a blood culture?	8 - 10
264. What is the hierarchal pyramid with five levels that are self actualization, self-esteem, belonging, safety, and physiological?	Maslow's	280. What is the most common form of anaphylaxis?	Urticaria (hives)
265. What is the least prevalent white blood cell which comprises less than 1% of white blood cell volume?	Basophils	281. What is the most common form of diabetes?	Type 2
266. What is the main purpose for quality control (QC)?	To promote accurate test results	282. What is the most important component of patient safety?	Correctly identifying the patient
267. What is the main purpose of a chain of custody?	To document chronological history of specimen	283. What is the most important role of the Medical Assistant?	Patient Education
268. What is the medical term for a low blood pressure?	Hypotension	284. What is the negligent delivery of professional services?	Malpractice
269. What is the medical term for a patient who is experiencing abnormally slow respiration?	Bradypnea	285. What is the neutralization or removal of dangerous substances or germs from an area, object, or person?	Disinfection
270. What is the medical term for fainting or 'passing out'?	Syncope	286. What is the normal temperature range for urine?	90 °F to 100 °F (32 °C to 38 °C)
271. What is the medical term for hair loss?	Alopecia	287. What is the organization that regulates healthcare facilities?	The Joint Commission
272. What is the medical term for having a fever?	Febrile	288. What is the prefix for blue?	Cyan-
273. What is the medical term for lateral shoulder?	Deltoid	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
		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
295. What is the purpose for an ABG?	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 patients body if they have a rash?	Palpation
298. What is the rate of deflation of the sphygmomanometer while doing a blood pressure.	2-3 mm Hg per second	311. What is used to examine the structures of the eye?	Ophthalmoscope
299. What is the safest way to ensure that all patient records are kept and stored properly?	Download to an external storage device	312. What is used to safely dispose of needles and other sharp objects?	Puncture-resistant container
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
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
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	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	316. What laboratory tube color would be used for glucose test?	Gray
304. What is the term for inflammation of the pericardium?	Pericarditis	317. What law protects the privacy of a patient's medical record?	HIPAA
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	318. What location is an intradermal injection?	Just under the skin
306. What is the transfer of a drug from one location to another within the body?	Distribution	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
		322. What must a Medical Assistant tell the patient to do with their hand when performing a blood draw?	Make a fist
		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	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
325. What organization sets quality standards and issues certificates for human clinical laboratories?	CLIA	339. What should a Medical Assistant do if sterilized instruments have no process date on the wrapped package?	Reprocess and rewrap
326. What particular medication is placed on patient's skin with a sticky backing and is absorbed slowly?	Transdermal Patches	340. What should an MA do if they suspect spousal abuse?	Provide a brochure or list of organizations that can assist the patient
327. What part of Medicare pays for hospitalization?	Part A	341. What should a patient be given if they are experiencing insulin shock?	Glucose
328. What patient referral is considered a urgent referral?	Patient needs referral within 24 hours	342. What should be checked when using a reagent strip or solution for a urinalysis?	Expiration Date
329. What percentage of isopropyl alcohol would a medical assistant use to clean a patient's skin prior to a procedure?	70	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
330. What position should a patient be in during vaginal examinations?	Lithotomy	344. What should you give a patient if they show signs of hypoglycemia?	Orange Juice
331. What PPE should be used to assist in an endoscopy?	Sterile Gloves	345. What specimen would be obtained from a patient when performing a Human Chorionic Gonadotropin (HCG)?	Urine
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	346. What surgical procedure improves blood flow to the heart?	CABG
333. What procedure monitors cardiovascular capacity during a period of increasingly strenuous exercise?	Stress Test	347. What term in coding indicates that one procedure was used multiple times on a patient?	Modifier
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	348. What term refers to a patient who has not eaten anything for a period of 12 hours or longer?	Basal State
335. What route would be used for an insulin injection?	Subcutaneous	349. What test is ordered to screen for hidden blood in the stool?	Fecal Occult
336. What route would be used for a purified protein derivative/tuberculosis (PPD/TB) skin test?	Intradermal	350. What traces the electrical activity of the heart?	EKG
337. What should a Medical Assistant do if a provider is late?	Offer to reschedule the patient's appointment	351. What two laboratory tubes would yield serum once they are centrifuged?	Red or Gold
		352. What type of solution is used for sterilization ?	Distilled water
		353. What vessel has oxygenated blood?	Arteries

354. What would a Medical Assistant document in the patient's chart after administering an injection?	Site	371. When scheduling a patient that is receiving multiple tests, which test should be performed first?	The least invasive
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	372. When should a Medical Assistant disinfect an exam room?	After each patient encounter
356. What would a Medical Assistant take in consideration about the patient when performing a blood pressure check?	Weight	373. When taking a BP, how would the sounds of the systolic pressure be described?	Tapping
357. What would a provider recommend to a patient who has hypercholesterolemia?	Reduce fat intake	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.
358. What would be the next step when drawing blood after removing the needle from a patient?	Apply the safety device	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
359. What would be the normal color of a urine specimen?	Pale yellow to deep amber	376. When would a patient press the event marker when wearing a 24-hour Holter monitor?	At the time of an occurrence
360. What would be the proper way to rinse surgical instruments prior to disinfection and sterilization?	Cold water, not hot or warm	377. Where does electrical conduction begin in a healthy human heart?	Sinoatrial Node (SA Node)
361. When a patient's heart points to the right side instead of the left, this is called:	Dextrocardia	378. Where is cellular DNA located?	Nucleus
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	379. Where is the Vastis Lateralis?	Upper Thigh
363. When a provider sends a patient to another provider for specific care, what is this process called?	A referral	380. Where would a body fat measurement be taken using calipers?	Iliac Crest or Triceps
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	381. Where would a Medical Assistant place the precordial leads on a patient?	Chest
365. When it comes to medications, how long it takes for a drug to get into the bloodstream is considered:	Absorption time	382. Where would a Medical Assistant place the requisition if a patient's specimen is sent to an outside laboratory?	Outside Pocket
366. When performing a blood culture, what kind of bottles are used for collection?	Anaerobic and Aerobic	383. Where would A Medical Assistant take a temporal temperature?	Forehead
367. When performing a blood pressure what is the top number called?	Systolic	384. Where would an influenza test be taken from a patient?	Nasal aspirate or throat swab
368. When performing a BP, the diastolic would be the _____ phase.	Relaxation	385. Where would a patient most likely feel pain if they have an appendicitis?	Right lower quadrant
369. When performing a BP, the systolic pressure would be the _____ phase.	Contraction	386. Where would a pulse oximetry device be placed on a patient to measure the oxygen level in the blood?	Ear lobe or finger
370. When performing CPR, how many compressions should be given per minute?	100	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?	On the cup, not the lid because the lid can be separated from the cup.	408. Which is the only route of a parenteral injection that is not aspirated?	Intradermal
391. Which blood test determines the average blood sugar concentration for the preceding two to three months to check for diabetes?	Hemaglobin A1C	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
392. Which body plane divides the body into anterior and posterior portions?	Coronal/Frontal	410. Which leukocyte accounts for nearly 60% of white blood cell volume?	Neutrophils
393. Which body plane divides the body into left and right portions?	Sagittal	411. Which level on Maslow's Hierarchy of Needs would you find food, water, shelter, and warmth?	Physiological
394. Which body plane divides the body into superior and inferior portions?	Transverse	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
395. Which body system consist of the skin?	Integumentary	413. Which Medical service is concerned with the correction of deformities or functional impairments of the skeletal system?	Orthopedics
396. Which body system protects underlying tissue and is the body system associated with skin?	Integumentary	414. Which medication dilates the bronchi and bronchioles by decreasing resistance in the respiratory airways and increasing airflow to the lungs.	Bronchodilators
397. Which body system's function helps with the absorption of nutrients?	Digestive	415. Which medication should the patient stop using if they have been scheduled a pulmonary function test?	Bronchodilators
398. Which body system transports hormones and is directly related with hypothyroidism or hyperthyroidism?	Endocrine	416. Which method would a Medical Assistant use to measure an infant from head to toe?	Anthropometric measurement
399. Which classification of drug is derived from opium and is used to treat pain?	Opiates	417. Which node is stimulated after the sinoatrial node (SA Node) fires?	Atrioventricular
400. Which class of mail provides the greatest security for items that have monetary value?	Registered Mail	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
401. Which color of tube should be filled first when performing a capillary collection?	Lavender (purple)	419. Which of the following describes the correct electrode placement for lead V5?	Anterior axillary line, 5th intercostal space
402. Which drug has a morphine-like effect?	Opiates	420. Which of the following digits should a Medical Assistant evaluate first for a capillary blood collection?	Fourth (ring) finger
403. Which form lists frequently used diagnosis and procedural codes in one place for easy access?	Encounter Form	421. Which of the following is not within the scope of practice of a medical assistant?	Pathogenic Identification
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	422. Which of the following is not within the scope of practice of a medical assistant?	Interpreting laboratory test results
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)		
407. Which is the only calculating method that available for both regular & irregular rhythms?	Six-second method		

423. Which of the following is the most accurate site for measuring a patient's body temperature?	Rectum	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
424. Which of the following should patients always be provided when educating them on HIPAA?	Confidentiality Statement	443. Which test is collected from the throat of a patient?	Streptococcal Test
425. Which of the following would most likely be caused by smoking?	Atherosclerosis	444. Which test is ordered to check if a patient is pregnant?	Human Chorionic Gonadotropin (HCG)
426. Which of these are transmitted via blood borne route?	HIV	445. Which test would be performed on a patient to check lung function?	Spirometry
427. Which organization regulates the need for Hep B vaccine before employment?	OSHA	446. Which type of billing sends statements to a patient at scheduled times of the month throughout the month?	Cycle as in billing cycle
428. Which organ of the human body is the most important for metabolism of medications?	Liver	447. While working at an pediatric office you suspect abuse with one of your patients, what should you do?	Report to Provider
429. Which part of the body is an otoscope used to examine?	Ear	448. Who diagnoses and treats diseases of the heart?	Cardiologist
430. Which position is lying flat on the abdomen with arms above the head?	Prone	449. Who is in charge of the Medical Assistant within a providers office?	Office Manager
431. Which position is lying flat on the table with buttocks at the end of the table and feet resting in stirrups?	Lithotomy	450. Who must pay for an employees Hepatitis B vaccine?	Employers
432. Which procedure is performed to test for color vision?	Ishihara eye chart	451. Who owns the physical form containing the patient's information?	the author or provider
433. Which provider has advanced academic training beyond the Registered Nurse?	Nurse Practitioner (NP)	452. Who typically gets Systemic Lupus Erythematosus (SLE)?	Common among African American, Hispanic, Asian, and Native American women.
434. Which provider is similar to medical doctors, but have a holistic approach?	Doctors of Osteopathy (DO)	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
435. Which provider practices medicine under the direction and supervision of a licensed medical doctor (MD)?	Physicians Assistant	454. Why is it important to follow the order of draw when performing a venipuncture?	Cross contamination or additive/anticoagulant Carryover
436. Which provider treats patients who suffer from hormonal and balances?	Endocrinologist	455. Why would an EKG strip show a wandering baseline?	The electrode pads were defective or poorly attached.
437. Which record should always be filed in chronological order?	POMR		
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		