

Medical Assistant Practice Test for NCCT Study Guide 2024

To ensure that the medical office has the supplies it needs, the medical assistance should establish a ____? - ----ANSWER---->1. Reorder Point

2. Inventory control log

3. Order quantity

A ____ is created containing the name, address, and phone number of both the vendor and the medical practice. It will also have a preassigned number to track the order, the quantity of items ordered, the price of the items, and the date purchased. - ----ANSWER--->Purchase Order

Periodically, the medical assistant should check all equipment in the office to ensure that courts are not afraid, do not present hazards, and are in good working order. A ____ will help the medical assistant track this routine inspection. - ----ANSWER---->Maintenance Log

When a physician dictates an operative report and asked the medical assistant to type it up, the physician is asking the medical assistant to function as a ____? - ----ANSWER---->Transcriptionist

Under the peer review improvement act of 1982, peer review organizations are responsible for the review for appropriateness and necessity of putting a patient into the hospital by a process known as ____ review - ----ANSWER---->Admissions

Which one of the following is a decision based upon bioethics.

- a. Reporting physical, emotional, or mental abuse.
- b. Treating a 16 year old girl who is pregnant without parental consent.
- c. The use of fetal tissue transplantation for research.
- d. Reporting to the authorities a suicidal patient. - ----ANSWER---->The use of fetal tissue transplantation for research.

A physician must have the patient's permission in writing to reveal any confidential information except for which of the following? gunshot wound, anorexia, drug addiction, pregnancy - ---ANSWER---->Gunshot Wound

what is the federal regulation that requires healthcare professionals to protect the privacy and confidentiality of patients health information? - ----ANSWER---->HIPPA

a business letter, written in full block style will have all lines ____? - ----ANSWER---->At the left hand margin.

when writing a business letter, the salutation of a letter should be followed by which punctuation mark? - ----ANSWER---->Colon :

when handling a patient complaint, which one of the following would be most appropriate?

- a. If the patient is angry, matches/her anger level, and she will calm down.
- b. take all complaints seriously and take thorough notes
- c. refused to talk to patients who are complaining; the doctor should handle them.
- d. no correct answer - ----ANSWER---->b. take all complaints seriously and take thorough notes

body language, body posture, space and distance are all examples of ____? - ----ANSWER---->nonverbal communication

what is the suggested procedure for canceling an appointment in the appointment book? - ----ANSWER---->Mark through the entry with a single red line

the amount an insured patient must pay towards claims each year for the insurance company will pay for medical treatment is known as the ____? - ----ANSWER---->deductible

instructions to an insurance company about where and to whom to make payment are called ____? - ----ANSWER---->assignment of benefits

the Internal Revenue Service issues a ____ to medical groups or solo practices for income tax purposes - ----ANSWER---->federal tax identification number

an office appointment calendar or book must record not only the name of the patient and the start time of appointment, but also indicate the ____? - ----ANSWER---->duration of the appointment

a 12 month period selected for financial purposes is called a ____ year. - ----ANSWER---->fiscal

each prescription for a controlled substance requires the physician signature and a ____ registration number - ----ANSWER---->DEA

determining whether a particular medical treatment i.e. surgery, tests will be covered under a patient's insurance policy contract involves a process known as ____? - ----ANSWER---->pre-certification

in the reception area of a medical practice, the computer screen must never be ____? - ----ANSWER---->able to be viewed by patients

the temperature taken in the armpit is
the ____? - -----ANSWER---->axillary
temperature

... - -----ANSWER---->a

what is a break in the bone without penetration
on the skin surface over the fracture site called?
- -----ANSWER---->closed fracture

... - -----ANSWER---->d

the abbreviation for (three times a day)
is ____? - -----ANSWER---->TID

... - -----ANSWER---->a

the abbreviation for (as needed) is? - -----
ANSWER---->PRN

... - -----ANSWER---->b

the abbreviation for (nothing by mouth) is? - ----
-ANSWER---->NPO

... - -----ANSWER---->d

which of these would be the best choice to
administer and intradermal injection?
a. insulin syringe
b. Tuberculin syringe
c. Hypothermic syringes
d. A close injection system -----ANSWER---->b.
Tuberculin syringe

nitroglycerin is used for the treatment of? - -----
ANSWER---->angina pectoris or in English chest
pain

hydrocortisone is a drug used to
suppress ____? - -----ANSWER---->inflammation

... - -----ANSWER---->c

... - -----ANSWER---->a

... - -----ANSWER---->a

... - -----ANSWER---->a

schedule 1 drugs include - -----ANSWER----
>substances that have no accepted medical use
and high potential for abuse

a small adhesive patch or disk used for
administration of drugs is called a? - -----
ANSWER---->transdermal system

... - -----ANSWER---->b

... - ----ANSWER---->b

... - ----ANSWER---->b

... - ----ANSWER---->b

... - ----ANSWER---->d

... - ----ANSWER---->c

... - ----ANSWER---->b

... - ----ANSWER---->c

... - ----ANSWER---->c

... - ----ANSWER---->a

` - ----ANSWER---->c

... - ----ANSWER---->b

... - ----ANSWER---->b

... - ----ANSWER---->d

... - ----ANSWER---->a

... - ----ANSWER---->a

... - ----ANSWER---->d

... - ----ANSWER---->a

... - ----ANSWER---->c

... - ----ANSWER---->c

... - ----ANSWER---->a

when preparing a blood smear from skin puncture, you should_____, the first drop of blood - ----ANSWER---->wipe away

when performing any CLIA waived test, it is important to do which of the following? - ----ANSWER---->perform quality control testing with every new kit and routinely thereafter

and ECG tracing measures the amount of voltage and the _____ required for the voltage to travel through the heart - ----ANSWER---->time

when there is no variation of R - R intervals in an ECG reading it is called_______? - ----ANSWER---->absolutely regular

when applying the lead apply the V1 lead_______? - ----ANSWER---->on the fourth intercostal space right sternal border