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Practice Questions

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1. What is located at the lower right quadrant of the abdomen?

- A. Gallbladder.
- B. Stomach.
- C. Spleen.
- D. Appendix.

2. Which of the following explains the "assessment" portion of the SOAP method?

- A. Provider's exam and diagnostic testing.
- B. Plan of action.
- C. Describes the provider's impression and ultimate diagnosis after reviewing all data.
- D. Patient's view of his signs and symptoms.

3. What is a localized collection of pus in part of the body, which is surrounded by an inflamed area?

- A. Abscess.
- B. Blister.
- C. Fistula.
- D. Hematoma.

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4. When washing your hands between procedures or duties, if using soap and water you should take at least<code>_____</code>?

- A. 40 seconds
- B. 30 seconds
- C. 15 seconds
- D. 60 seconds



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5. Which of the following is an accurate statement about plasma?

- A. Plasma is small clear cells that help with clotting.
- B. Plasma is cells that transport oxygen from the lungs to the body tissues.
- C. Plasma is clear and colorless cells that contain a nucleus to protect the body from infections.
- D. Plasma is a straw-colored liquid that makes up 55 percent of the total blood volume.

6. Which of these is the most common and effective place to read a pulse?

- A. Carotid artery
- B. Brachial artery
- C. Radial artery
- D. Femoral artery

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7. Which cells transport oxygen in the blood?

- A. Erythrocytes.
- B. Granulocytes.
- C. Platelets.
- D. Leukocytes.

8. The point at which an impulse is transmitted from one neuron to another is:

- A. Dendrite
- B. Synapse
- C. Nerve center
- D. Terminal plate

9. Which of the following is the center of the brain that controls fear, aggression and anxiety?

- A. Amygdala
- B. Cortex
- C. Thalamus
- D. Hippocampus

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10. Patient details should be updated as necessary every<code>_____</code>?

- A. Six months
- B. Month
- C. Time the patient visits
- D. Year

11. What is the "point" of a needle?

- A. "Length of the needle; inserted into the body."
- B. "The part of the needle that connects to the syringe."
- C. "Inside opening of the shaft."
- D. "Sharpened end of the shaft."

12. With regard to common charting terminology, what is "OS"?

- A. Right foot.
- B. Left knee.
- C. Right hand.
- D. Left eye.

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13. You find a rash on the back of a patient's neck. When this patient tells you she was diagnosed with pediculosis by the health department nurse, the Medical Assistant knows that this rash is caused by:

- A. a cold sore or fever blister
- B. a chronic inflammatory skin disease
- C. an infestation with lice
- D. inflammation of the sebaceous glands

14. Which of the following is TRUE of dosage calculations?

- A. The Medical Assistant does not need to calculate dosages; it is the physician's job.
- B. The Medical Assistant will not be responsible for the conversion between the systems, e.g. ounces to milliliters.
- C. The Medical Assistant should understand calculus to do dosage calculations.
- D. The Medical Assistant should have basic knowledge of the commonly used measurements in drug preparation.



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15. The median effective dose of a drug is also known as<code>_____</code>?

- A. ED50
- B. AB50
- C. CD50
- D. EF50

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16. What medication is an agent that counteracts poisons and their effect?

- A. an antacid
- B. an anticholinergic
- C. an antihistamine
- D. an antidote

17. The doctor may dictate what to the medical assistant?

- A. Laboratory request.
- B. Patient questionnaire.
- C. Laboratory reports.
- D. Case history.

18. In order to prescribe controlled substances a medical practitioner needs a license from<code>_____</code>?

- A. The DEA
- B. The FDA
- C. The AMA
- D. The FBI

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19. If a patient makes his/her condition worse by ignoring medical advice, that may be considered:

- A. Contributory negligence
- B. Secondary malpractice
- C. Patient malpractice
- D. Patient negligence



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20. Which prevention strategy against bloodborne pathogens is defined as "structural or mechanical devices that are designed to minimize exposure to bloodborne pathogens"?

- A. Personal protective equipment.
- B. Work practice controls.
- C. Engineering controls.
- D. Standard precautions.

**21. This is the fourth step in the chain of infection.

What is it?**

- A. Infectious agent.
- B. Portal of exit.
- C. Mode of transmission.
- D. Reservoir host.

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22. Of these, which represents 1024 bytes?

- A. Byte.
- B. Megabyte.
- C. Kilobyte.
- D. Bit.

23. What governs whether or not an HIV diagnosis is included in medical records?

- A. Federal law.
- B. The patient.
- C. Local law.
- D. State law.

24. Which of the following defines mode of transmission?

- A. Quixin
- B. A route of pathogenic transmission, from one host to another.
- C. The categories of isolation.
- D. A method of transmitting information.

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25. Having your hands in your pockets when talking to a patient may be regarded as what?

- A. Any of the above
- B. Aggressive body language
- C. Dismissive body language
- D. Attentive body language

26. When someone listens for particular things and blocks out what they do not want to hear:

- A. False listening
- B. Listening barrier
- C. Selective listening
- D. Full listening

27. In Erikson's stages of human development, a young adult who "maladopts" in the intimacy vs isolation stage is in danger of what?

- A. Psychopathy
- B. Psychosis
- C. Promiscuity
- D. Paranoia

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28. The final stage of human psychological development is often referred to as what?

- A. Self awareness
- B. Selfishness
- C. Self acceptance
- D. Self absorption

29. In the TNM staging system, what does the "N" stand for?

- A. Tumor type
- B. Tumor number
- C. Degree of tumor differentiation
- D. Nodal involvement



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30. When billing for ambulatory care, it would indicate which of the following?

- A. Use of an ambulance emergency service
- B. Outpatient classification structure
- C. Assignment of benefits
- D. Outpatient services provided



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Answer Key & Explanations

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1. D — Appendix.

The appendix is attached to the large intestine. It is in the lower right quadrant. Pain in the lower abdomen can be caused by an appendicitis.

2. C — Describes the provider's impression and ultimate diagnosis after reviewing all data.

The SOAP method stands for the following: S - Subjective data (Patient's view of his signs and symptoms.) O - Objective data (Provider's exam and diagnostic testing.) A - Assessment (Describes the provider's impression and ultimate diagnosis after reviewing all data.) P - Plan (Plan of action.).

3. A — Abscess.

An abscess is a localized collection of pus surrounded by infected tissue. It is most typically caused by bacteria.

4. D — 60 seconds

In order to ensure your hands are thoroughly clean you should wash them for at least a minute when using soap and water. All parts of the hand should be thoroughly cleaned and rinsed in cold water, dried with a single use towel and you should not touch the faucet with your clean hands when finished.

5. D — Plasma is a straw-colored liquid that makes up 55 percent of the total blood volume.

Plasma is composed of 91 percent water and 9 percent plasma proteins. Leukocytes are clear and colorless cells that contain a nucleus to protect the body from infections. Platelets are small clear cells that help with clotting. Erythrocytes are cells that transport oxygen from the lungs to the body tissues.

6. C — Radial artery

The pulse is usually measured from the radial artery, on the side of the wrist nearest the thumb. However, if there are reasons preventing taking a reading from here (for example if the patient has both wrists in casts) there are other points from which the pulse may be taken.

7. A — Erythrocytes.

Erythrocytes are red blood cells. They have no nucleus and carry oxygen. Red blood cells have hemoglobin that the oxygen bonds to.

8. B — Synapse

The synapse would be considered the point at which an impulse is transmitted from one neuron to another. This is a small gap that exists between the neurons. The nerve center is where there is a group of nerves connected to each other. The neuron consists of projections referred to as axons and dendrites. The dendrite works by bringing information to the neuron. The axons take information away from the neuron. At the terminal plate is where an impulse travels from the neuron to the muscle.

9. A — Amygdala

The amygdala is the center of the brain that controls reflexes and emotions such as anxiety, aggression, and fear. The thalamus controls pain perception and relays sensory information. The cortex plays a role in



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consciousness and the hippocampus deals with the autonomic nervous system, memory, and other emotions.

10. C — Time the patient visits

Best practice in recordkeeping is to check with the patient every time they visit the office that all their personal details (address, telephone number, email, next of kin etc.) are up-to-date. This should minimize the chance of important information going astray.

11. D — "Sharpened end of the shaft."

The shaft is the "length of the needle; inserted into the body." The lumen is the "inside opening of the shaft." The hub is the "part of the needle that connects to the syringe."

12. D — Left eye.

"OS" stands for Oculus sinistra and it refers to the left eye. "OD" is the right eye and "OU", both eyes.

13. C — an infestation with lice

Pediculosis is the medical term for lice with capitus type being of the head and pubis type being of the genital area. Psoriasis is a chronic inflammatory skin disease, inflammation of the sebaceous glands is acne, and a cold sore or fever blister is herpes simplex.

14. D — The Medical Assistant should have basic knowledge of the commonly used measurements in drug preparation.

The Medical Assistant will need to calculate dosages of medications on her job. She or he will not need to understand calculus to do dosage calculations. She or he will be responsible for the conversion between the systems.

15. A — ED50

The median effective dose of a drug, or ED50, is the dosage that will be effective for 50% of the population.
This is used as a benchmark when deciding on prescription strengths.

16. D — an antidote

An antihistamine is an agent that acts to counteract histamine. An anticholinergic is an agent that blocks parasympathetic nerve impulses. An antacid is an agent that neutralizes acid.

17. D — Case history.

A case history is a physician completed form. A doctor may dictate the initial case history to a medical assistant. This will be transcribed into the medical records.

18. A — The DEA

A license from the DEA is required for all persons prescribing controlled substances. The license lasts for three years (though it can be taken away at any time for malpractice) and costs \$731.

19. A — Contributory negligence

When a patient ignores medical advice, for example does not take prescribed drugs, and so makes his/her condition worse, that may be considered contributory negligence. This means some responsibility for the deterioration lies with the patient, and may count in favor of a medical practitioner in a lawsuit.

20. C — Engineering controls.

Here are the definitions for the other answer choices:
Work practice controls - "Protocols that promote the behaviors necessary to properly use engineering controls."
Personal Protective Equipment - "Equipment that minimizes exposure beyond the limits of engineering and work practice



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controls."

Standard precautions - "Application of the concept that all blood, body fluids, secretions, excretions, and moist body substances are to be treated as if contaminated by medically important pathogens regardless of their actual pathogenicity."

21. C — Mode of transmission.

The chain of infection consists of six steps.

Step 1: Infectious agent
Step 2: Reservoir host
Step 3: Portal of exit
Step 4: Mode of transmission
Step 5: Portal of entry
Step 6: Susceptible host.

22. C — Kilobyte.

Bit - Smallest piece of information that's processed by a computer. When there is an electrical charge, there is a binary value of 1. When there is no electrical charge, there is a binary value of 0.

Byte - 8-bit unit.

Kilobyte - Represents 1024 bytes.

Megabyte - Represents 1000 kilobytes.

23. D — State law.

Federal law does not determine whether or not HIV is included in medical records. Some states require HIV to be included and others do not. Patients must abide by state laws.

24. B — A route of pathogenic transmission, from one host to another.

The mode of transmission is the route a pathogen requires for transmission from one host to another. There are five modes of transmission: Contact, Droplet, Airborne, Vehicle (pathogen is carried in contaminated substance such as earth, food, or water), Vector (pathogen is carried by insects and animals).

25. C — Dismissive body language

Any impression of being casual in front of a patient, such as having hands in pockets, may lead the patient to believe you don't care about their case. Try to make a good impression as you would at an interview or other formal occasion.

26. C — Selective listening

Selective listening is when the listener blocks out the parts of the message that they do not want to hear.

This is not a good listening style as one needs to listen and respond to the entire message when treating patients. Just because you're hearing something, it doesn't mean you're listening to it. Hearing is just the act of receiving the sound waves. Listening means that you are listening to the entire message and that you are sensing, evaluating, and responding to what is heard.

This is called full listening. False listening is pretending to listen (like with a smile or a nod), but you are not hearing anything. A listening barrier is either a cultural, physical, or mental form of interference.

27. C — Promiscuity

Erikson proposes varying stages of human development, each of which may become warped by maladaptation. In young adults he proposes that there is a need for intimacy, for "losing oneself" in another, but that this search for intimacy, when unfulfilled, can lead to promiscuity.

28. C — Self acceptance

Self acceptance is usually posited as coming after the age of 65, when a person has become happy with their place in life and no longer feels a need for self justification. Despite this often being the happiest stage of a person's life, those who are self aware recognize and accept their approaching death.

29. D — Nodal involvement

The "N" in the TNM staging system represents nodal involvement. The "T" represents the severity of the



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primary or main tumor. “M” represents the presence or absence of distant metastases.

30. D — Outpatient services provided

If a facility is billing for ambulatory care, it is for outpatient services that were provided. This is anytime a patient will not be admitted to the hospital. The assignment of benefits gives the insurer permission to pay the provider directly. The ambulatory patient classifications have the structure for the outpatient classifications.



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