

## Chapter 1: The Medical Record

### Test Bank

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#### MULTIPLE CHOICE

1. What information is contained in the medical record?
  - a. Health history
  - b. Results of the physical examination
  - c. Laboratory reports
  - d. Progress notes
  - e. All of the above

ANS: E

TOP: CAAHEP Cognitive Competency Met: V. 6

2. Which of the following is *not* a function of the medical record?
  - a. To provide information for making decisions regarding the patient's care
  - b. To document the patient's progress
  - c. To serve as a legal document
  - d. To share information between members of the patient's family

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 6

3. The purpose of HIPAA is to
  - a. reduce exposure of patients to bloodborne pathogens.
  - b. provide patients with more control over the use and disclosure of their health information.
  - c. prevent the patient's records from being copied.
  - d. encourage the patient to become more involved in preventive health care.

ANS: B

TOP: CAAHEP Cognitive Competency Met: IX. 3

4. The patient registration record consists of
  - a. demographic and billing information.
  - b. medication instructions given to the patient.
  - c. the results of the physical examination.
  - d. a list of problems associated with the patient's illness.
  - e. all of the above.

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 6

5. All of the following are included in the patient registration record *except*
  - a. date of birth.
  - b. allergies.
  - c. employer.
  - d. patient's insurance company.

ANS: B

TOP: CAAHEP Cognitive Competency Met: V. 6

6. Which of the following provides subjective data about a patient to assist the physician in arriving at a diagnosis?
  - a. Laboratory tests

- b. Physical examination
- c. Health history
- d. Diagnostic tests

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 6

7. Which of the following is *not* included on a medication record for medication administered at the office?
- a. Name of the medication
  - b. Route of administration
  - c. Dosage administered
  - d. Number of refills

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 6

8. A narrative report of an opinion about a patient's condition by a practitioner other than the attending physician is known as a \_\_\_\_\_ report.
- a. correspondence
  - b. discharge summary
  - c. consultation
  - d. health history

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

9. Which of the following services may be provided through home health care?
- a. IV therapy
  - b. Respiratory care
  - c. Rehabilitation
  - d. Maternal-child care
  - e. All of the above

ANS: E

TOP: CAAHEP Cognitive Competency Met: I. 9

10. A report of the analysis of body specimens is known as a \_\_\_\_\_ report.
- a. therapeutic
  - b. diagnostic
  - c. laboratory
  - d. progress

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

11. All of the following are examples of diagnostic reports *except* \_\_\_\_\_ report.
- a. urinalysis
  - b. spirometry
  - c. colonoscopy
  - d. radiology

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 12

12. All of the following are examples of physical therapy *except*
- a. electrical stimulation.
  - b. hydrotherapy.
  - c. therapeutic exercise.

d. breathing treatments.

ANS: D

CAAHEP Cognitive Competency Met: I. 9

13. Which of the following helps a patient with a disability learn new skills to perform the activities of daily living?
- Speech therapy
  - Occupational therapy
  - Physical therapy
  - Dietitian

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

14. What term is used to describe a patient who has been admitted to the hospital for at least one overnight stay?
- Outpatient
  - Ambulatory patient
  - Guest
  - Inpatient

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

15. Conclusions drawn from an interpretation of data are known as
- medical impressions.
  - prognosis.
  - symptoms.
  - charting.

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

16. All of the following are included in an operative report *except*
- the name of the surgical procedure.
  - description of the procedure used during surgery.
  - prognosis.
  - postoperative diagnosis.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 12

17. Which of the following reports consists of an account of the significant events of a patient's hospitalization?
- Emergency department report
  - Pathology report
  - History and physical report
  - Discharge summary report

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 12

18. Which of the following reports consists of a macroscopic and microscopic description of tissue removed during surgery?
- Laboratory report
  - Pathology report
  - Diagnostic imaging report

d. Operative report

ANS: B TOP: CAAHEP Cognitive Competency Met: V. 12

19. A copy of the patient's emergency department report is sent to the
- patient's insurance company.
  - patient.
  - patient's family physician.
  - laboratory.

ANS: C TOP: CAAHEP Cognitive Competency Met: I. 9

20. A consent to treatment form is required for
- tuberculin skin testing.
  - sebaceous cyst removal.
  - ear irrigation.
  - blood pressure measurement.

ANS: B TOP: CAAHEP Cognitive Competency Met: V. 12

21. Which of the following must be included in informed consent?
- An explanation of risks involved with the procedure
  - Any alternative treatments or procedures available
  - The prognosis
  - The purpose of the recommended procedure
  - All of the above

ANS: E TOP: CAAHEP Cognitive Competency Met: IX. 13

22. When a medical assistant witnesses a patient's signature, it means that he or she verified
- the patient's identity and watched the patient sign the form.
  - that the information on the form is correct.
  - that the patient is aware of the risks involved with the procedure to be performed.
  - that the physician discussed informed consent with the patient.

ANS: A TOP: CAAHEP Cognitive Competency Met: IX. 13

23. Which of the following situations requires the completion of a release of medical information form?
- When a patient transfers records to a new physician
  - To bill the patient's insurance company
  - To send the patient's records to a consulting physician
  - To determine the patient's eligibility for insurance benefits

ANS: A TOP: CAAHEP Cognitive Competency Met: IX. 13

24. All of the following are included on a release of medical information form *except*
- the specific information to be released.
  - the need for the information.
  - the patient's signature.
  - the expiration date of the release form.
  - medications being taken by the patient.

ANS: E

TOP: CAAHEP Cognitive Competency Met: V. 12

25. Which of the following can be performed by an electronic medical record software program?
- Creation of a medical record
  - Storage of a medical record
  - Editing of a medical record
  - Retrieval of a medical record
  - All of the above

ANS: E

TOP: CAAHEP Cognitive Competency Met: V. 11

26. All of the following are advantages of an electronic medical record (EMR) *except*
- an EMR does not have to be filed.
  - documents in an EMR can be quickly retrieved.
  - more than one person can view an EMR at the same time.
  - EMRs are exempt from the HIPAA regulations.

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 9

27. How are paper documents entered into a patient's electronic medical record?
- By scanning them into the computer
  - By retyping them on the computer
  - By photocopying them
  - By transmitting them through a modem

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 11

28. Which of the following are used to enter data into an electronic medical record?
- Free-text entry
  - Drop-down lists
  - Check boxes
  - All of the above

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 11

29. In a source-oriented record, a radiology report is filed under which of the following chart dividers?
- History and Physical
  - Progress Notes
  - Lab/X-ray
  - Hospital

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 5

30. With reverse chronological order, the most recent document is
- filed alphabetically.
  - filed by subject title.
  - placed in front of the other documents.
  - placed in back of the other documents.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 5

31. All of the following are included in the database section of a POR *except*

- a. health history report.
- b. physical examination report.
- c. baseline laboratory test results.
- d. plan of treatment.

ANS: D TOP: CAAHEP Cognitive Competency Met: V. 5

32. The acronym for the format used to organize POR progress notes is
- a. SOAP.
  - b. TGIF.
  - c. OSHA.
  - d. PPR.

ANS: A TOP: CAAHEP Cognitive Competency Met: IV. 11

33. Data obtained from the patient are recorded in POR progress notes under
- a. subjective data.
  - b. objective data.
  - c. assessment.
  - d. plan.

ANS: A TOP: CAAHEP Cognitive Competency Met: IV. 6

34. The physician's interpretation of the patient's condition is recorded in POR progress notes under
- a. subjective data.
  - b. objective data.
  - c. assessment.
  - d. plan.

ANS: C TOP: CAAHEP Cognitive Competency Met: V. 5

35. The purpose of the tab on a file folder is to
- a. hold documents in place in the folder.
  - b. identify the contents of the folder.
  - c. prevent the folder from being misfiled.
  - d. keep the folder closed when not in use.

ANS: B TOP: CAAHEP Cognitive Competency Met: V. 8

36. All of the following assist in the collection of data for a health history *except*
- a. a quiet, comfortable room.
  - b. showing interest in the patient.
  - c. showing concern for the patient.
  - d. calling the patient "honey."

ANS: D

37. Which of the following can be used to enter a health history into an electronic medical record?
- a. The patient completes a paper form and the medical assistant scans it into the computer.
  - b. The medical assistant enters information while asking the patient questions.
  - c. The patient completes a health history on a computer.

d. All of the above are correct.

ANS: D

TOP: CAAHEP Cognitive Competency Met: V. 11

38. The health history is taken

- a. after the physician performs the physical examination.
- b. after laboratory test results are reviewed.
- c. before the physician performs the physical examination.
- d. after the physician makes a diagnosis of the patient's condition.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 6

39. What is the chief complaint?

- a. The probable outcome of the patient's condition
- b. The symptom causing the patient the most trouble
- c. A detailed description of the patient's illness using medical terms
- d. A tentative diagnosis of the patient's condition

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

40. Which of the following questions should be used to elicit the chief complaint from a patient?

- a. Where does it hurt?
- b. Are you sick?
- c. How long have you been ill?
- d. What seems to be the problem?
- e. All of the above are correct.

ANS: D

41. Which of the following is a correct example for recording the chief complaint?

- a. "Complains of pain in the left shoulder."
- b. "The patient does not feel well today."
- c. "Burning in the chest and coughing for the past 2 days."
- d. "Otitis media that began following a cold."

ANS: C

42. An expansion of the chief complaint is known as the

- a. review of systems.
- b. present illness.
- c. progress report.
- d. provisional diagnosis.

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

43. What is the medical history?

- a. The patient's previous diseases, injuries, and operations
- b. The symptom causing the patient the most trouble
- c. Information about the patient's lifestyle
- d. The hereditary diseases and health of blood relatives

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

44. All of the following are included in the medical history *except*
- accidents and injuries.
  - immunizations.
  - operations.
  - medications.
  - occupation.

ANS: E

TOP: CAAHEP Cognitive Competency Met: IV. 12

45. A review of the health status of blood relatives is known as
- family history.
  - review of systems.
  - genetic review.
  - chronological history.

ANS: A

TOP: CAAHEP Cognitive Competency Met: V. 6

46. Which of the following is an example of a familial disease?
- Tuberculosis
  - Pneumonia
  - Diabetes mellitus
  - Emphysema

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 11

47. The social history is important because which of the following may affect the patient's condition?
- Lifestyle
  - Familial diseases
  - Past injuries
  - Medications being taken by the patient

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 12

48. All of the following are included in the social history *except*
- dietary history.
  - health habits.
  - occupation.
  - chronic illnesses.

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 6

49. What is the ROS?
- A history of the patient's previous diseases, injuries, and operations
  - The symptom causing the patient the most trouble
  - A systematic review of each body system
  - A review of the hereditary diseases and health of blood relatives

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 11

50. What term is used to describe the process of making written entries about a patient in the medical record?
- Charting



- b. Registration
- c. Scribbling
- d. Documentation

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

51. Black ink should be used when recording in the patient's chart to
- a. provide a permanent record.
  - b. ensure legible handwriting.
  - c. avoid spelling errors.
  - d. reduce charting errors.

ANS: A

52. All of the following must be done when charting *except*
- a. begin each new entry on a separate line.
  - b. include the patient's name at the beginning of each entry.
  - c. begin each phrase with a capital letter.
  - d. include the date and time with each entry.

ANS: B

53. A procedure should be charted immediately after being performed to
- a. avoid charting the procedure out of sequence.
  - b. avoid performing the wrong procedure on a patient.
  - c. avoid forgetting certain aspects of the procedure.
  - d. prevent another staff member from charting the procedure.

ANS: C

TOP: CAAHEP Cognitive Competency Met: V. 6

54. Which of the following is the correct way to sign a charting entry?
- a. D.B., CMA (AAMA)
  - b. Dawn C. Bennett, CMA (AAMA)
  - c. D. Bennett, CMA (AAMA)
  - d. Bennett, CMA (AAMA)

ANS: C

TOP: CAAHEP Cognitive Competency Met: IV. 11

55. Why should a recording in the medical record never be erased or obliterated?
- a. It makes it harder to read the chart.
  - b. The patient may not receive the proper care.
  - c. Credibility is reduced if the physician is involved in litigation.
  - d. It indicates the procedure was performed incorrectly.

ANS: C

56. The purpose of progress notes is to
- a. provide a review of each body system.
  - b. update the medical record with new patient information.
  - c. prevent the patient's condition from getting worse.
  - d. ensure that the patient returns for follow-up care.

ANS: B

TOP: CAAHEP Cognitive Competency Met: V. 6

57. What is a symptom?

- a. Conclusions drawn from an interpretation of data
- b. Any change in the body or its functioning that indicates disease
- c. The probable outcome of a disease
- d. The scientific method of identifying a patient's condition

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

58. What is an objective symptom?

- a. A symptom that can be observed by another person
- b. A symptom that precedes a disease
- c. A symptom that is felt by the patient and cannot be observed by another
- d. The symptom causing the patient the most trouble

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 6

59. Which of the following is an example of a subjective symptom?

- a. Rash
- b. Pain
- c. Dyspnea
- d. Bleeding

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 6

60. Laboratory tests ordered on a patient at an outside laboratory should be charted to provide documentation in case which of the following occurs?

- a. The patient does not undergo the test.
- b. The test results are abnormal.
- c. The patient's condition gets worse.
- d. The test results are negative.

ANS: B

TOP: CAAHEP Cognitive Competency Met: V. 6

61. Why is it important to document any instructions provided to the patient?

- a. To ensure that the patient understands the instructions provided
- b. To protect the physician legally if the patient is harmed by not following the instructions
- c. To ensure that the patient follows the instructions
- d. To provide a record for the insurance company

ANS: B

62. Flushed skin usually indicates the patient

- a. is experiencing pain.
- b. has an elevated temperature.
- c. has chills.
- d. has a rash.

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

63. A yellow color of the skin that is first observed in the whites of the eyes is called

- a. cyanosis.

- b. hepatitis.
- c. pallor.
- d. jaundice.

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

64. A decrease in the amount of water in the body is known as
- a. edema.
  - b. acidosis.
  - c. epistaxis.
  - d. dehydration.

ANS: D

TOP: CAAHEP Cognitive Competency Met: IV. 11

65. What term is used to describe excessive perspiration?
- a. Dehydration
  - b. Diaphoresis
  - c. Edema
  - d. Hyperemesis

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

66. What term is used to describe dizziness?
- a. Epistaxis
  - b. Vertigo
  - c. Urticaria
  - d. Pruritus

ANS: B

TOP: CAAHEP Cognitive Competency Met: IV. 11

StudyLast

## Chapter 2: Medical Asepsis and the OSHA Standard Test Bank

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### MULTIPLE CHOICE

1. What is the name given to a tiny living plant or animal that cannot be seen with the naked eye?
- Pathogen
  - Microorganism
  - Nonpathogen
  - Microbiology

ANS: B                      TOP: CAAHEP Cognitive Competency Met: IV. 11

2. What term is used to describe a microorganism that produces disease?
- Nonpathogen
  - Pathogen
  - Bacteria
  - Infection

ANS: B                      TOP: CAAHEP Cognitive Competency Met: IV. 11

3. Which of the following is *not* an example of a microorganism?
- Pinworms
  - Bacteria
  - Virus
  - Protozoa

ANS: A                      TOP: CAAHEP Cognitive Competency Met: III. 5

4. What term is used to describe a microorganism that does *not* produce disease?
- Sterile
  - Aseptic
  - Nonpathogen
  - Pathogen

ANS: C                      TOP: CAAHEP Cognitive Competency Met: IV. 11

5. All of the following are growth requirements for microorganisms *except*
- darkness.
  - moisture.
  - nutrition.
  - acidic environment.

ANS: D                      TOP: CAAHEP Cognitive Competency Met: III. 6

6. What is the name given to a microorganism that can exist only in the presence of oxygen?
- Anaerobe
  - Oxygenophile
  - Aerobe
  - Heterotroph

ANS: C TOP: CAAHEP Cognitive Competency Met: IV. 11

7. The optimal growth temperature is
- 98.6° F or body temperature.
  - the temperature at which a microorganism grows best.
  - room temperature.
  - the temperature that kills pathogens.

ANS: B TOP: CAAHEP Cognitive Competency Met: IV. 11

8. Microorganisms can be transmitted through
- droplet infection.
  - insects.
  - contaminated food.
  - contaminated equipment.
  - all of the above.

ANS: E TOP: CAAHEP Cognitive Competency Met: III. 1

9. What is the name given to a person who cannot fight off a pathogen that has entered his or her body?
- Reservoir host
  - Resistant host
  - Contagious
  - Susceptible host

ANS: D TOP: CAAHEP Cognitive Competency Met: III. 1

10. All of the following make a person less resistant to a pathogen *except*
- poor nutrition.
  - immunizations.
  - poor hygiene.
  - stress.

ANS: B TOP: CAAHEP Cognitive Competency Met: III. 1

11. Cilia remove pathogens from the body by
- providing an acidic environment.
  - engulfing pathogens.
  - trapping microorganisms.
  - constantly beating toward the outside.
  - all of the above.

ANS: D TOP: CAAHEP Cognitive Competency Met: III. 6

12. What term is used to describe practices that help to keep an object or area clean and free from infection?
- Medical asepsis
  - Surgical asepsis
  - Disinfection
  - Sterilization

ANS: A

TOP: CAAHEP Cognitive Competency Met: III. 2

13. Which of the following are picked up in the course of daily activities, are attached loosely to the skin, and are often pathogenic?
- Transient flora
  - Normal flora
  - Opportunistic infections
  - Resident flora

ANS: A

TOP: CAAHEP Cognitive Competency Met: IV. 11

14. The CDC recommends that washing the hands with soap and water be performed
- after eating.
  - when the hands are visibly soiled.
  - before using the restroom.
  - after taking a patient's blood pressure.

ANS: B

TOP: CAAHEP Cognitive Competency Met: III. 2 | CAAHEP Cognitive Competency Met: III. 13

15. All of the following are advantages of alcohol-based hand rubs *except*
- they do not require rinsing.
  - less time is required to perform hand hygiene.
  - they remove all resident flora from the skin.
  - they contain emollients to prevent drying of the hands.

ANS: C

TOP: CAAHEP Cognitive Competency Met: III. 3

16. The purpose of the OSHA Bloodborne Pathogens Standard is to
- improve the quality of laboratory testing in the United States.
  - protect public health and the environment outside of the workplace.
  - reduce the risk to employees of exposure to infectious diseases.
  - prevent exposure of employees to bloodborne pathogens.

ANS: C

TOP: CAAHEP Cognitive Competency Met: III. 11

17. What is the purpose of the Needlestick Safety and Prevention Act?
- To ensure that an injection is administered correctly
  - To ensure the proper disposal of sharps
  - To reduce the chance of infection developing at the injection site
  - To reduce needlestick injuries among health care workers

ANS: D

TOP: CAAHEP Cognitive Competency Met: III. 3

18. All of the following are considered other potentially infectious materials (OPIM) *except*
- any body fluid visibly contaminated with blood.
  - vaginal secretions.
  - tears and sweat.
  - semen.

ANS: C

TOP: CAAHEP Cognitive Competency Met: III. 12

19. All of the following are examples of nonintact skin *except*

- a. skin with dermatitis.
- b. burned skin.
- c. bruised skin.
- d. chapped skin.

ANS: C

TOP: CAAHEP Cognitive Competency Met: III. 12

20. Which of the following is an example of an exposure incident?
- a. Spilling blood on a laboratory worktable
  - b. Sticking yourself with the needle after drawing up an injectable medication
  - c. Getting blood onto your bare hands
  - d. Splashing blood into your eyes
  - e. All of the above

ANS: D

TOP: CAAHEP Cognitive Competency Met: III. 11

21. How often does OSHA require employers to review and update their Exposure Control Plan?
- a. Every 6 months
  - b. Once each year
  - c. Every 2 years
  - d. Only when a new procedure is instituted

ANS: B

TOP: CAAHEP Cognitive Competency Met: IX. 13

22. What term describes a device that makes an exposure incident involving a contaminated sharp edge less likely to occur?
- a. Postexposure prophylaxis
  - b. Decontamination
  - c. Personal protective equipment
  - d. Safer medical device

ANS: D

TOP: CAAHEP Cognitive Competency Met: III. 4

23. What term is used to describe a physical or mechanical device used to remove health hazards from the workplace?
- a. Engineering control
  - b. Work practice control
  - c. Personal protective equipment
  - d. Universal precaution

ANS: A

TOP: CAAHEP Cognitive Competency Met: III. 4

24. All of the following are examples of work practice controls *except*
- a. sanitizing the hands after removing gloves.
  - b. placing a lancet in a biohazard sharps container.
  - c. picking up broken glassware with gloved hands.
  - d. bandaging a cut on the hands before gloving.

ANS: C

TOP: CAAHEP Cognitive Competency Met: III. 11

25. Which of the following is an example of personal protective equipment?
- a. Clean, disposable gloves
  - b. Biohazard sharps container