

TEST BANKS

Fourth Edition

Pearson's

Comprehensive Medical Assisting

Administrative and Clinical Competencies

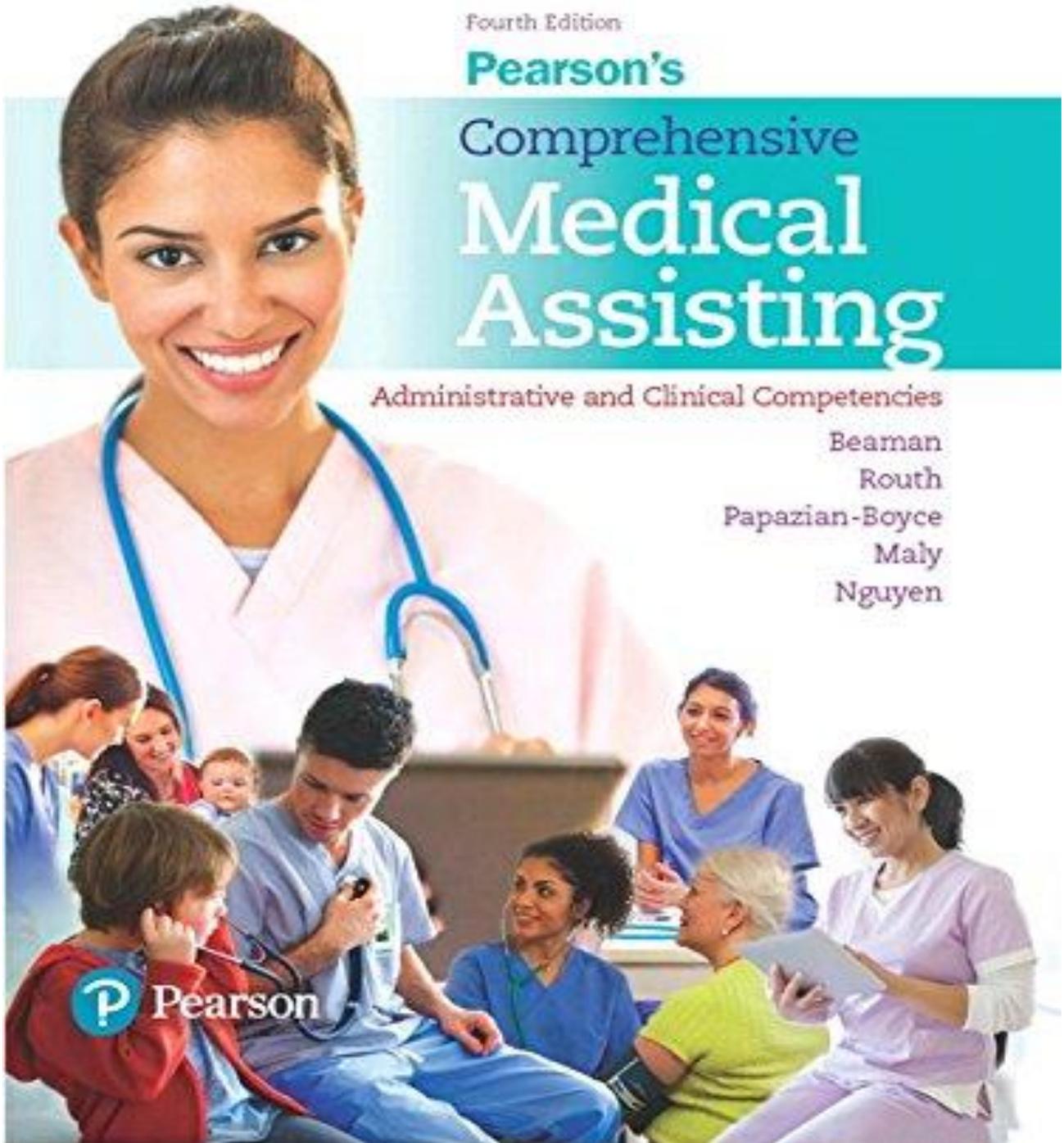
Beaman

Routh

Papazian-Boyce

Maly

Nguyen



Pearson's Comprehensive Medical Assisting, 4e (Beaman)
Chapter 1 Medical Assisting: The Profession

True/False Questions

1) A physician may never delegate tasks to a medical assistant that would be viewed as a medical assistant practicing medicine.

Answer: TRUE

Page Ref: 9

Objective: 1.6

2) The medical assistant's main responsibility is to assist the physician in providing patient care.

Answer: TRUE

Page Ref: 6

Objective: 1.5

3) State laws can vary on who can delegate duties to a medical assistant.

Answer: TRUE

Page Ref: 9

Objective: 1.6

4) It is important to present a confident, professional image that helps put the patient at ease.

Answer: TRUE

Page Ref: 10

Objective: 1.7

5) More and more employers are requiring credentials as a condition for employment.

Answer: TRUE

Page Ref: 10

Objective: 1.8

6) It is your responsibility as a medical assistant to only practice within your scope of practice.

Answer: TRUE

Page Ref: 6

Objective: 1.5

7) A licensed medical assistant can perform the same duties as a licensed nurse.

Answer: FALSE

Page Ref: 7

Objective: 1.5

8) The Centers for Medicare and Medicaid Services (CMS) issued a final ruling mandating that EVERY medical assistant is able to enter physician orders in a computerized order entry system.

Answer: FALSE

Page Ref: 10

Objective: 1.8

9) The medical assistant is uniquely qualified to perform the administrative and clinical procedures associated with the responsibilities of a medical office assigned by the physician.

Answer: TRUE

Page Ref: 7

Objective: 1.5

10) A patient navigator is the primary source of communication between the patient and their health care providers.

Answer: TRUE

Page Ref: 14

Objective: 1.11

11) One of the goals of a patient navigator is to streamline the healthcare services that the patient receives.

Answer: TRUE

Page Ref: 14

Objective: 1.11

12) A job in the medical records department would require general administrative skills, understanding of medical terminology, and knowledge of insurance coding.

Answer: TRUE

Page Ref: 14

Objective: 1.10

13) The National Healthcareer Association (NHA) offers 3 medical assisting credentials, the Certified Clinical Medical Assistant (CCMA), the Certified Medical Administrative Assistant (CMAA), and the National Certified Medical Assistant (NCMA).

Answer: FALSE

Page Ref: 11, 12

Objective: 1.9

14) Medical assisting requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience.

Answer: TRUE

Page Ref: 4

Objective: 1.2

15) A medical assistant in a diploma program should expect to be in school for 6 months to 1 year.

Answer: TRUE

Page Ref: 5

Objective: 1.3

16) In addition to normal business hours, urgent care facilities have business hours at night and on the weekends.

Answer: TRUE

Page Ref: 6

Objective: 1.5

17) The Medical Office Assistant (NCMOA) credential is offered by the National Center for Competency Testing (NCCT).

Answer: TRUE

Page Ref: 12

Objective: 1.9

18) Potential job opportunities for medical assistants may include insurance claims coder and multifunctional technician.

Answer: TRUE

Page Ref: 13

Objective: 1.10

19) A physician's office is an example of an ambulatory care setting.

Answer: TRUE

Page Ref: 13

Objective: 1.10

20) A medical assistant who witnesses unsafe workplace behavior has a responsibility to notify OSHA.

Answer: TRUE

Page Ref: 13

Objective: 1.5

Multiple Choice Questions

1) Which of the following is NOT an administrative responsibility of a medical assistant?

A) Greeting and receiving patients

B) Giving an injection

C) Handling petty cash

D) Reconciling bank statements

Answer: B

Page Ref: 6

Objective: 1.5

2) Which of the following is NOT a clinical responsibility of a medical assistant?

- A) Obtaining a medical history
- B) Cleaning and sterilizing equipment
- C) Transcribing medical dictation
- D) Performing ECGs

Answer: C

Page Ref: 7

Objective: 1.5

3) Which of the following is a clinical responsibility of a medical assistant?

- A) Obtaining a patient's vital signs
- B) Maintaining employee records
- C) Handling insurance claims
- D) Managing the telephone

Answer: A

Page Ref: 7

Objective: 1.5

4) Which of the following is an administrative responsibility of a medical assistant?

- A) Filing patient records
- B) Venipuncture
- C) Collecting laboratory specimens
- D) Disposing of hazardous waste

Answer: A

Page Ref: 7

Objective: 1.5

5) Students who desire to one day advance to management position should pursue a _____ program in the field of medical assisting.

- A) bachelor
- B) certificate
- C) degree
- D) diploma

Answer: C

Page Ref: 5

Objective: 1.3

6) Which of the following is an outpatient setting that offers comprehensive health care services in one convenient location?

- A) Clinic
- B) Patient-centered medical home
- C) Physician's office
- D) Urgent care facility

Answer: B

Page Ref: 13

Objective: 1.10

7) Historically, medical assistants were trained on the job by a(n) _____.

- A) receptionist
- B) another medical assistant
- C) physician
- D) nurse

Answer: C

Page Ref: 3

Objective: 1.2

8) Which of the following is NOT one of the education/training programs available for the medical assistant?

- A) Bachelor
- B) Certificate
- C) Degree
- D) Diploma

Answer: A

Page Ref: 5

Objective: 1.3

9) The American Medical Technologists (AMT) is a certifying agency for all of the following EXCEPT _____.

- A) dental assistants
- B) medical assistants
- C) phlebotomists
- D) respiratory therapists

Answer: D

Page Ref: 11

Objective: 1.9

10) Which of the following programs, in the field of medical assisting, is approximately 8 months to 2 years in length?

- A) Bachelors
- B) Certificate
- C) Degree
- D) Diploma

Answer: C

Page Ref: 5

Objective: 1.3

11) In many cases, who will be the first health professional the patient will encounter?

- A) Physician
- B) Medical assistant
- C) Doctor
- D) Licensed practical nurse

Answer: B

Page Ref: 10

Objective: 1.7

12) Which of the following is NOT appropriate while working with patients nearby?

- A) Chewing gum
- B) Drinking
- C) Eating
- D) All of the above

Answer: D

Page Ref: 10

Objective: 1.7

13) Which of the following is NOT an administrative responsibility?

- A) Inventory control—ordering and storing of supplies
- B) Computer skills
- C) Scheduling patients
- D) Screening nonpatients and visitors

Answer: A

Page Ref: 6, 8

Objective: 1.5

14) Which of the following is NOT a clinical responsibility?

- A) Preparing patients for X-rays
- B) Assisting the physician during procedures
- C) Coding procedures
- D) Performing dressing changes

Answer: C

Page Ref: 6, 8

Objective: 1.5

15) Which of the following is NOT a form of communication?

- A) Nonverbal
- B) Spoken/verbal
- C) Thought
- D) Written

Answer: C

Page Ref: 10

Objective: 1.7

16) Which of the following is an example of being proactive?

- A) Arriving on time to work
- B) Keeping skills and knowledge current
- C) Being friendly to patients and coworkers
- D) Laying supplies out before a procedure

Answer: D

Page Ref: 10

Objective: 1.7