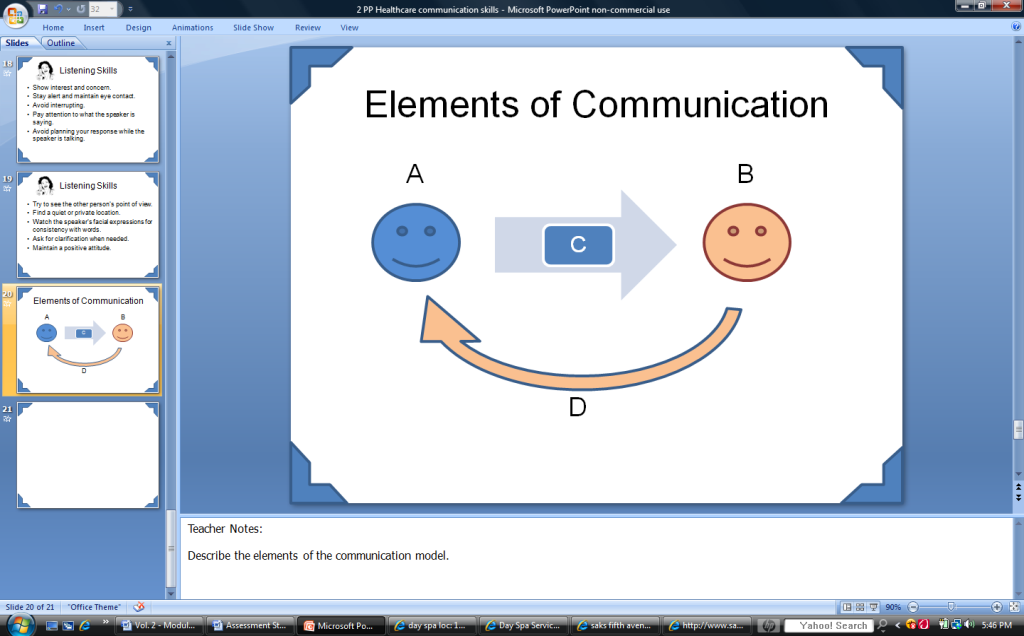
1. What is the primary function of muscle tissue?
2. **To produce movement**
3. To control and coordinate body activities
4. Transportation
5. To produce body secretions
6. Blood is classified as what type of tissue?
7. Epithelial
8. **Connective**
9. Nerve
10. Muscle
11. Of the following, which is the MOST complex?
12. Nucleus
13. Muscle tissue
14. Nerve cell
15. **Kidney**
16. Which organ or structure does NOT belong with the other three?
17. Stomach
18. **Heart**
19. Liver
20. Mouth
21. What is the MOST BASIC building block of the human organism?
22. **Atom**
23. Cell
24. Protein
25. Water
26. Michelle asks Laura to help her make an occupied bed. Laura tells Michelle that she is going on break but she believes Jeremy is available to help. Using the communication model, “I am going on break but I believe Jeremy is available to help.” is best described as:
27. The sender.
28. Nonverbal communication.
29. The message.
30. **Feedback.**



1. What element of the communication model is represented by the letter C in the diagram above?
2. Feedback
3. **Message**
4. Sender
5. Receiver
6. What parts of the communication model above could be nonverbal?
7. A and B
8. **C and D**
9. A, B, C and D
10. D only
11. A patient tells her doctor “I think I want a second opinion.” Which of the following is an example of a paraphrasing response by her doctor?
12. **“So you want us to refer you to a specialist.”**
13. “Why do you think you need a second opinion?”
14. “Is something else bothering you?”
15. “Do you disagree with the treatment I’m recommending?”
16. A patient complains to her physician that “I’m up all night, going to the bathroom.” Her physician replies “About how many times a night do you go to the bathroom?” This response is an example of what feedback method?
17. Open question
18. Reflecting
19. **Asking questions**
20. Nonverbal communication
21. George and Martha are medical assistants in a dermatology office. George yells down to Martha to “help the patient in room 1.” Martha responds by saying, “Who is in room 1, and what does she need?” The problem with this communication was that the:
22. **Message was not clear.**
23. Sender did not deliver the message in a concise manner.
24. Receiver could not hear and receive the message.
25. Message was interrupted.
26. Jorge, a pharmacist, hears a pharmacy technician speak impatiently to a client at a cash register. How can the pharmacist assure that he effectively communicates his expectations to the technician?
27. Write the pharmacy technician a letter.
28. Write a description of the incident on a future job performance evaluation.
29. Immediately go to the technician at the cash register and explain the importance of being nice to customers.
30. **Invite the technician to a private office and explain the customer service expectations of the pharmacy.**
31. What behavior is a part of active listening?
32. Asking a lot of questions.
33. **Trying to see the other person’s point of view.**
34. Concentrate on the words the person uses and nothing else.
35. Interrupt and refocus if the person’s thoughts seem to stray off the topic.
36. Which of the following is an example of an open-ended question?
37. “How long have you had this pain?”
38. “What are you taking to help you sleep?”
39. **“Why do you think you keep gaining weight?”**
40. “Do you feel better when you are sitting or standing?”
41. If a speaker says she feels fine, but her face looks strained, her eyes are red, and she is frowning, what would most people believe?
42. **She does not feel good.**
43. She feels just fine.
44. She is not sure how she feels.
45. She is trying to confuse the listener.
46. A patient uses profanity when describing his nausea. How should the healthcare worker communicate the patient’s complaint?
47. Use the patient’s exact words.
48. **State “the patient is complaining of nausea.”**
49. Do not report the patient’s complaint.
50. nothing
51. Which of the following is the BEST example of Western Medicine?
52. Using hypnosis to treat overeating
53. Treating arthritis with acupuncture
54. Using diet to prevent adult-onset diabetes
55. **Treating depression with medication**
56. The Smithville Hospital is owned by the state and will care for anyone who requires medical care. Any money that the hospital makes is returned to the hospital for improvements and to control patient costs. How should Smithville Hospital be classified?
57. Private non-profit
58. **Public non-profit**
59. Private, for profit
60. Public, for profit
61. Ambulatory facilities provide diagnostic and treatment services that were previously performed in hospitals. Which of the following is an example of an ambulatory facility?
62. **Central Urgent Care Center**
63. Western Psychiatric Hospital
64. Southeastern Rehabilitation Center
65. Veteran’s Administration Hospital
66. Mrs. Lyon is 90 years old. She is a very active woman who likes to cook, read, play cards and take short walks with her walker. The long term care facility that would be best suited to meet her needs is a/an:
67. Nursing home.
68. Skilled nursing facility.
69. **Assisted living center.**
70. Alzheimer’s unit

21. The CDC is a branch of the Department of Health and Human Services. What does CDC stand for?

**A. Centers for Disease Control**

B. Communicable Disease Center

C. Communication Disorder Consortium

D. Contagious Disorder Center

22. Central University has a Dental Assisting certification program connected with their dental school. Approximately how long is the program?

1. **1 year**
2. 2 years
3. 4 years
4. 7 years
5. Mr. Gonzalez is both a pharmacist and an entrepreneur. Where does he work?
6. In a large chain retail store
7. **In his own pharmacy**
8. In a hospital emergency room
9. In a college health clinic
10. What health professional has a minimum of a bachelor’s degree?
11. **Physician Assistant**
12. EMT-B
13. Phlebotomist
14. Massage therapist
15. What healthcare professional is sometimes referred to as an x-ray tech?
16. Medical technologist
17. Process technician
18. Biotechnological engineer
19. **Radiologic technologist**

26. A licensed healthcare professional must complete an approved educational program and pass a state board exam that is authorized by a:

**A. Government agency.**

B. Hospital or medical center.

C. College or university.

D. Professional association.

27. What is an example of a career in the Diagnostic Services Cluster?

A. Hospital administrator

B. Medical Assistant

**C. Electroencephalographic technologist**

D. Paramedic

28. What dental professional has the initials DDS after his or her name?

**A. Dentist**

B. Dental hygienist

C. Dental laboratory technician

D. Dental assistant

29. Bobbie is an EMT-P. What does the “P” stand for?

A. Primary

**B. Paramedic**

C. Professional

D. Periodic

30. What medical professional is an expert on human behavior and helps people deal with their problems?

**A. Psychologist**

B. Medical assistant

C. Mortician

D. Genetic counselor

31. What nursing profession requires the most education?

A. Home health aide

**B. Registered nurse**

C. Nurse assistant

D. Licensed practical nurse

32. Gerald earned a degree in business management, but after 10 years in the business world, he has decided he wants to be a funeral director. If Gerald wants to complete his education quickly, how many years will it MOST LIKELY take?

A. 1 year

**B. 2 years**

C. 4 years

D. 6 years

33. A college wants to hire someone to give nutritional advice and counseling to their athletes. What type of medical professional should they hire?

A. Registered nurse

B. Physician

C. Social worker

**D. Dietician**

34.What does the Patient Self Determination Act require health facilities to do?

A. Safeguard confidential patient information.

**B. Inform patients of their right to make decisions regarding their right-to-die.**

C. Give patient the option of negotiating healthcare costs.

D. Provide patients with written information about costs before they consent to procedures.

35. When should a hospital employee file a grievance?

A. When he/she believes another healthcare worker is making sexual advances.

B. When the problem involves his/her immediate supervisor.

**C. When multiple attempts to resolve the issue have been ignored.**

D. When he/she is scheduled to work on a day that he/she had previously requested to be off.

36. Mr. and Mrs. Allen share a room at a nursing home. Mrs. Allen’s daughter, Mary, has durable power of attorney for Mr. Allen. If Mr. Allen’s doctor recommends surgery for Mr. Allen, who must sign the permission form?

A. Mr. Allen

B. Mrs. Allen

C. The doctor

**D. Mary**

37. A woman has a legally written and witnessed Living Will that states she does not want her life prolonged when her condition is terminal. She is in a car accident and suffers irreversible brain damage. Her daughter wants her kept alive on a respirator. What or who will legally determine the patient’s future?

A. The daughter

B. The doctor

**C. The Living Will**

D. The court system

38. A physician writes a DNR order on a patient’s chart. DNR is the medical abbreviation for:

**A. Do not resuscitate.**

B. Designated nurse responder.

C. Durable negotiated rights.

D. Doctor’s normal request.

39. Does a hospitalized patient have the right to refuse to have blood drawn?

A. Yes, but only if the doctor agrees.

**B. Yes.**

C. No. A hospitalized patient must comply with the physician’s orders.

D. No, because the refusal of treatment is a HIPAA violation.

40. A client is told she needs an MRI, so she has one done. A month later she receives a bill for $500, the MRI charges not covered by her insurance company. What is she within her rights to do?

A. Refuse to pay the bill.

**B. Ask for an explanation of the charges.**

C. Pay only what she thinks is reasonable.

D. Sue her doctor for ordering the MRI.

41. What right is unique to the Residents’ Bill of Rights for long term care facilities?

A. Right to considerate and respectful care.

**B. Right to share a room with his/her spouse.**

C. Right to reasonable continuity of care.

D. Right to obtain current information concerning diagnosis and treatment.

42. David is an 18 year old athlete who is scheduled for knee surgery. Within minutes after receiving his preoperative injection, he tells the nurse he has changed his mind and does not want the surgery. What should the nurse do?

A. Nothing since he has already been medicated so cannot make an informed decision.

B. Take him back to his room and chart his refusal to have the procedure.

**C. Notify his doctor immediately so that the doctor can talk to David and make a decision.**

D. Tell David that he will be fine and not to worry.

43. Before a patient has plastic surgery on her nose, the doctor should seek:

A. A Living Will.

B. Durable power of attorney.

**C. Informed consent.**

D. Implied consent.

44. Which of the following patients could legally sign a consent form?

A. A 17 year-old male with a broken arm.

B. A 30 year-old patient who is legally intoxicated.

C. A 40 year-old patient who is mentally impaired.

**D. An 18 year-old pregnant female in labor.**

45. Betty is visually impaired but fully qualified as a medical transcriptionist. She does require help for a few tasks that would take 5-10 minutes per day from a sighted transcriptionist. The Americans with Disabilities Act would classify this extra help as:

**A. A reasonable accommodation.**

B. A disqualifying need.

C. Workplace discrimination.

D. An employer hardship.

46. What is the FIRST thing a healthcare worker should do if another healthcare worker starts telling an offensive sex joke?

A. Report the behavior to his/her immediate supervisor.

B. Submit a written employee grievance.

**C. Ask the joke teller to stop because such jokes are unwelcome.**

D. Turn around and walk away.

47. Alan is a dental assistant. What should he do if a dental hygienist asks him to do something outside his scope of practice?

A. Ask the dentist for permission.

B. Ask for instructions on how to perform the task.

C. Perform the task carefully as directed.

**D. Politely refuse.**

48. A general surgeon performs plastic surgery on a burned patient. The surgeon could be in violation of his/her:

**A. Scope of practice.**

B. Bill of rights.

C. Durable power of attorney.

D. Surgical contract.

49. Hippocrates wrote standards for the ethical behavior of physicians 2500 years ago in:

1. Rome.
2. Florence.
3. Venice.
4. **Greece.**

50.Most codes of ethics that govern the behavior of healthcare professions are written by:

1. Licensing agencies.
2. State boards of health.
3. **Professional organizations.**
4. Health science textbook companies.

51.What statement about euthanasia and healthcare professionals is true?

1. The decision to employ methods of euthanasia is exclusively the physician’s.
2. **Many healthcare professionals feel euthanasia is contrary to their professional ethics.**
3. Healthcare workers should always follow their ethical beliefs, regardless of what the physician orders or the patient requests.
4. Euthanasia is always illegal and unethical.

52. A grief-stricken family is in the emergency room has just been notified of the death of their child who was hit by a car. What should the physician ask regarding organ transplantation?

1. Do not ask since the family is in shock and cannot make an informed decision.
2. Wait for five or six hours until the family has had time to accept their loss and then ask about organ donation.
3. **Immediately ask the family for permission to donate the child’s organs for transplantation.**
4. Start the process of removing the organs, and hope the family will give permission when asked.

53. A couple wishes to have their own biological child, but the wife had a hysterectomy for medical reasons when she was 25 years old. What option would give them the best hope for having a child?

A. Genetic counseling and fertility drugs

B. Artificial insemination with sperm from a sperm bank

C. Implantation of five to ten frozen embryos

**D. IVF of their own egg and sperm with implantation in a surrogate**

54.When preparing to use a fire extinguisher, what must you do FIRST?

1. Use a side-to-side sweeping motion.
2. **Pull the pin.**
3. Aim at the bottom and edge of the fire.
4. Squeeze the handle.

55.You are working alone in a medical laboratory when a large machine sparks and then starts to flame up and spreads to the cabinet and papers above. What should you do?

1. Use a Class A extinguisher
2. Use a Class C extinguisher
3. **Activate the fire alarm**
4. Evacuate the building

56.What is inside a Class A extinguisher?

1. Halon
2. Carbon dioxide
3. Hydrogen
4. **Water**

57.You are working in a dental laboratory on the 4th floor of an office building when you hear the fire alarm. What should you do?

1. Wait until you receive some indication that this is a real fire and not a false alarm.
2. Call the fire department.
3. **Evacuate the building using the stairs.**
4. Go to the office and gather up as many records as possible and put them on a cart to remove from the building in the event there really is a fire.

58.Which of the following is considered a fire hazard?

A. “No Smoking” sign on a room with oxygen in use.

B. The use of an electrical blow dryer in a hospital room.

**C. Wheelchairs and stretchers blocking a stairwell.**

D. Waste materials disposed of in metal containers.

60. When using RACE acronym, what follows “Activate alarm.”

**A. Contain the fire.**

B. Cut off oxygen supply.

C. Check for people in danger.

D. Call 911.

61. You are the first to arrive at the scene of a home where a tornado touched down. You find one unconscious victim inside, and notice that the roof in the room with the victim looks unstable. What would you do?

A. Leave the house immediately and wait for trained personnel to arrive.

B. Find something flat to place under the victim, then stabilize the victim’s head, neck and spine before attempting to move the victim.

**C. As quickly as possible, drag the victim to a safer location.**

D. Immobilize the victim’s head, neck and back and stay with the victim until trained personnel arrive.

62. You are driving down the road and come upon an overturned bus. When you call 911 on your cell phone, what should you be prepared to tell the 911 operator?

A. The name of the bus company.

B. Your name, age and credentials.

C. The number of victims and a description of their injuries.

**D. Your location and the approximate number of victims.**

63. A hospice nurse brings an oxygen tank to a patient. What would the nurse tell the patient not to use when the oxygen is in use?

A. Hand lotion or sunscreen

B. A battery operated radio

**C. Alcohol or nail polish**

D. The TV remote

64. What is bioterrorism?

A. The threat of leaks or destruction to a nuclear plant.

B. The use of microbes for industrial waste disposal.

C. The threat of using harmful gasses during a war to paralyze the opposition.

**D. The use of microorganisms as weapons to infect humans.**

65. An athletic trainer is frustrated with the constant criticism she receives from the head trainer. What should she do?

A. Stand up to the trainer the next time she is criticized.

**B. Ask for a private meeting to discuss her concerns.**

C. Keep her feelings to herself and accept the head trainer’s authority.

D. Report the trainer’s behavior to his/her supervisor.

66. A medical office is aware that their average patient wait time is 20 minutes. What might be their BEST strategy for beginning to address the problem?

A. Let the physician who owns the medical office offer a solution.

**B. Have a team meeting to gather different ideas for solving the problem.**

C. Survey the patients to determine if they mind waiting for 20 minutes.

D. Pay for a professional consulting company to analyze the office efficiency procedures.

67. Belle is a pharmacy assistant. What does Belle have the “right” to do?

**A. Take her scheduled break for personal reasons.**

B. Refuse to perform tasks she does not like to perform.

C. Take a coffee break whenever she is not checking out a customer.

D. Have social conversations with her friends while she is working.

68. What example would BEST lead to finding a win-win solution?

A. Flipping a coin

B. Voting

C. Letting the person with the most power in the relationship make the decision

**D. Discussion that leads to a mutual decision**

69. Beth is a basketball player who is constantly criticizing and insulting other team members. When her teammates bring this to her attention, Beth responds “I have the right to say how I feel.” Does she?

A. Yes. Beth is being open and honest with her teammates.

B. Yes. Freedom of speech means that Beth can say whatever she wants.

**C. No. Beth’s behavior violates the rights of her teammates to a positive athletic environment.**

D. No. Nobody has the right to complain all the time.

70. Peggy is a dental hygienist. Does she have a right to wear a generous amount of perfume at work?

**A. No. The strong odor could violate her patient’s rights.**

B. No. Healthcare workers should never wear perfume, after shave, or anything similar.

C. Yes. Perfume creates a pleasant smell for patients.

D. Yes. She has the right to wear whatever she wants.

71. Mallory and Ashli are best friends and both want to run for president of their HOSA chapter. After sharing their feelings with each other, Mallory decides that Ashli would make a better president and she would be just as happy working with a committee, so they decide that Ashli will run for president and Mallory will be her campaign manager. This is an example of a:

A. Sacrifice.

B. Compromise.

C. Win-lose.

**D. Win-win.**

72. Marie likes to choose her conflicts wisely. Which conflict below should Maria choose to do something about?

**A. She sees another student take something out of a friend’s purse.**

B. She hears other students complaining about her favorite teacher.

C. The person in front of her in the lunch line takes the last slice of chocolate cake.

D. Her teacher says “Maria, stop daydreaming” and she was not daydreaming.

73. What is the MOST important key to resolving a conflict?

A. Ask others for information about the people involved in the conflict

B. Give the other person the benefit of the doubt

**C. Communication**

D. Forgiveness

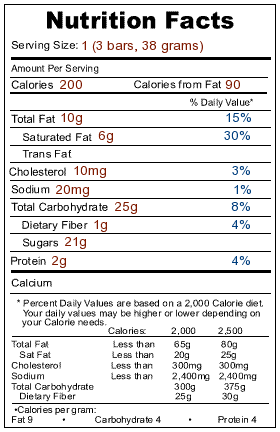
74.A man who controls his stress, exercises regularly, and decreases the amount of fat and salt in his diet will likely decrease his:

1. Energy levels.
2. Sleep needs.
3. **Blood pressure.**
4. Risk of skin cancer.

75.Thiamine, niacin and folic acid are examples of:

1. Organic minerals.
2. Inorganic minerals.
3. Fat-soluble vitamins.
4. **Water-soluble vitamins.**

76.What body process is improved by the intake of cellulose in the diet?

1. **Digestion**
2. Respiration
3. Urination
4. Circulation

77. Chicken is an example of:

1. An amino acid.
2. Folic acid.
3. An incomplete protein.
4. **A complete protein.**

78. Kim purchases a bag of mini Toblerone bars and in the course of a day, eats 10 bars. How many calories did she consume?

A. 600

**B. 667**

C. 1038

D. 1200

79. MyPyramid recommends the fewest number of servings from which food group?

**A. Meat and beans**

B. Milk

C. Fruits and vegetables

D. Grains

80. Barry suffers from sleep apnea, which is MOST LIKELY caused by:

**A. Obesity.**

B. Dehydration.

C. Stress.

D. Caffeine.

81. Carla has a BMI of 31. She would be classified as:

A. Underweight.

B. Healthy weight.

C. Overweight.

**D. Obese.**

82. What is the MAIN cause of obesity?

**A. High quantity and calorie food consumption.**

B. Increase in the use of technology.

C. Fast food restaurants.

D. Lack of sidewalks and parks in most neighborhoods.

83. Angie is 35 years old. She runs two miles a day and eats a healthy diet. What should she add to her routine to increase her strength and build stronger bones?

A. A weekly massage

B. Aerobics three times a week

**C. Weight lifting two days a week**

D. Vitamin C and iodine supplements

84. Robert goes to the gym every day after work from 4-5 pm, drinks coffee with breakfast and lunch, goes to bed at 9 pm every evening, and plays video games for one hour before turning out the light for sleep. What is causing him to have trouble falling asleep?

A. His exercise routine

B. Coffee

C. His bedtime

**D. Video games**

85. Adults need 6-9 hours of sleep each night, but how much sleep per night is recommended for high school students?

A. Under 6 hours

B. 7 hours

**C. 9 hours**

D. 11 hours

86. The American Cancer Society recommends that at age 50, all Americans should have what type of screening exam?

A. Brain scan

**B. Colonoscopy**

C. Mammogram

D. Chest x-ray

87. What is the most effective strategy for the prevention of gum disease?

A. Annual dental x-rays

B. Using Crest toothpaste

C. Changing your toothbrush every three months

**D. Nightly dental flossing**

88. Beth is a 47 year-old first grade teacher and wants to stay healthy. What disease-prevention strategy would be the MOST helpful?

A. Screening for genetic diseases

**B. Decreasing her stress**

C. Repeating childhood immunizations

D. Changing from regular cigarettes to light cigarettes

89. Alternative medical therapies are:

A. New methods of medical care using technology.

B. Always safe but not always effective.

**C. Not traditionally performed in conventional medical practices.**

D. Less expensive and more effective than conventional medical practices.

90. Margie suffers from tension headaches and prefers not to take drugs or similar products. What complementary therapy MOST LIKELY would her doctor recommend to treat her headaches?

**A. Aromatherapy**

B. Homeopathy

C. Botanical medicine

D. Reflexology

91. The focus of treatment using reflexology focuses on what body part?

A. Head

B. Hands

C. Back

**D. Feet**

92. What complementary professional is MOST similar to a conventional medical doctor?

A. Massage therapist

B. Chiropractor

C. Acupuncturist

**D. Osteopath**

93. Darla’s doctor explains to Darla that she must take responsibility for her own health, reduce her stress, and improve her attitude about life. What approach to medicine is Darla’s doctor taking?

**A. Holistic**

B. Biomedical

C. Chiropractic

D. Botanical

94.Which statement about responding to an emergency is TRUE?

1. Once the scene is considered safe, it is okay to move a patient before administering first aid.
2. **When approaching a conscious victim, identify yourself and express your intent to provide assistance.**
3. Good Samaritan Laws are the same in each state and can be used in all emergencies.
4. Medic Alert bracelets and necklaces are not considered important in most emergencies.

95.Which of the following indicates a life-threatening emergency?

1. A red, swollen and painful ankle, victim can wiggle toes
2. Alert victim complaining of pain in the jaw and a nosebleed.
3. **Bright red bleeding from the neck which is spurting**
4. A burn on the forearm which is moderately red, but not blistered

96.The BEST reason for immobilizing a broken bone is to:

1. Assist with walking.
2. Decrease swelling.
3. **Prevent further injury.**
4. Reduce pain.

97. After making sure the scene is safe, what should be the NEXT action when approaching a victim found to be lying on the floor?

1. **Check to see if the victim is responsive.**
2. Begin giving ventilations to the victim.
3. Call 9-1-1.
4. Call your doctor.

98. Which of the following are MOST likely signs of inadequate circulation?

A. Coughing and talking

B. Bruising of the extremities

C. Reddish tint near the affected injury.

**D. Bluish color around the nose and mouth**

99. The LEAST accurate route for temperature is:

A. Aural..

B. **Axillary.**

C. Oral.

**D.** Rectal.

100. Which is considered to be an elevated temperature?

A. Aural 37.2 C

**B. Axillary 38.4 C**

C. Oral 37 C

D. Rectal 37.8 C

101. Pulse rates are most commonly measured at which site?

A. Apical

B. Brachial

C. Carotid

**D. Radial**

102. What is the respiratory rate of a patient who is observed to have 16 inspirations and 16 expirations?

A. 8

**B. 16**

C. 32

D. 64

103. In a blood pressure measurement of 132/86, the number 86 is the:

A. Bradycardia.

B. Tachycardia.

**C. Diastolic.**

D. Systolic.

104. Before taking vital signs on a patient, what should you do FIRST?

A. Close the privacy curtain.

B. Explain the procedure.

**C. Introduce yourself.**

D. Place the call bell within reach.

105. In order to avoid errors, whose approved list of abbreviations should you use when documenting vital signs?

A. American Medical Association

B. Health Science textbook

C. Board of Nursing

**D. Your employer**

106. How does the pulse rate and respiratory rate of a healthy toddler compare to that of a healthy 21-year-old?

A. Higher pulse, equal respirations

B. Lower pulse, lower respirations

C. Lower pulse, lower respirations

**D. Higher pulse, higher respirations**

107. The terms, weak and thready, are MOST usually associated with which vital sign measurement?

A. Blood pressure

**B. Pulse**

C. Respirations

D. Temperature

108. The terms, deep or shallow are MOST usually associated with which vital sign measurement?

A. Blood pressure

B. Pulse

**C. Respirations**

D. Temperature

109. Which thermometer requires to be “shaken down”?

A. Digital

B. Electronic

**C. Glass**

D. Tympanic

110. In which procedure is lubricant required?

A. Aural temperature

**B. Rectal temperature**

C. Blood pressure

D. Pulse/respirations

111. A febrile patient will exhibit a/an:

A. Elevated pulse.

**B. Elevated temperature.**

C. Normal pulse.

D. Normal temperature.

112. When taking a pulse, why should the thumb NOT be used?

A. The width of the thumb impedes an accurate feel for the pulse.

**B. The thumb has a pulse and can be confused with the patient’s pulse.**

C. The sensation of the thumb is not as good as it is in the middle two fingers.

D. There is more dexterity in the fingers than there is in the thumb.

113. Which statement about the size of a blood pressure cuff is TRUE?

**A. The bladder of the cuff needs to cover about 80% of the circumference of the arm.**

B. Cuffs should cover about 80% of the length of the upper arm.

C. Blood pressure cuffs are indicated by the age of the patient.

D. Except for infant cuffs, all adults use the same size cuff.

114.What term describes the process of recording observations and information about patients in a health care setting?

1. Transcription
2. Coding
3. **Charting**
4. Admitting

115. A physician visits a patient in the hospital. Where would the physician document what she/he noted about the patient during the visit?

1. Statistical data sheet
2. **Progress notes**
3. Graphic sheet
4. Physician’s orders

116. What is often included on a medical history form?

* 1. Consent for surgical procedures
  2. Treatments provided for the patient and the patient’s response
  3. Insurance identification
  4. **Allergies**

117. When can medical records be released to a patient’s husband?

* 1. **When the patient has given written permission.**
  2. any time the husband makes a written request.
  3. When the insurance coverage is in his name.
  4. When the wife is under the age of 18.

118. A nurse notes that Mrs. Jones tolerates her bath better after receiving pain medication thirty minutes before the bath. When using the SOAP method, where would the nurse document the recommendation to give pain medication 30 minutes before the bath?

A. S

B. O

C. A

**D. P**

119. Which of the following is a disadvantage of using computerized medical records?

**A. Cost of converting to the system.**

B. Legibility of charting.

C. Information can be recorded more quickly.

D. Records are in digital format.

120. What would a medical assistant do with a CMS 1500 form?

A. Record the patient’s past medical history.

**B. File for reimbursement from a patient’s health insurance provider.**

C. Request an opinion about the patient’s medical care from another physician.

D. Obtain informed consent for a surgical procedure.

121. What does a CPT code tell an insurance company?

A. The patient’s group identification number.

B. The name and medical license number of a patient’s physician.

C. The patient’s prognosis.

**D. The specific procedure performed on the patient.**

122. What communication method is usually used by health care agencies for daily communication with insurance companies?

A. Pagers

B. Cell phones

C. U.S. mail

**D. E-mail**

123. An imaging center wishes to send a CT scan report to a physician’s office. What should accompany the report?

A. A copy of the patient’s insurance information

**B. A cover sheet**

C. A CMS-1500 form

D. A statistical data form

124. What type of software program is usually used for financial record management in a healthcare setting?

A. Database

**B. Spreadsheet**

C. Word processor

D. Operating system

125. What complementary professional is MOST similar to a conventional medical doctor?

A. Massage therapist

B. Chiropractor

C. Acupuncturist

**D. Osteopath**