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QUESTION 1

Which of the following does it mean if a patient has rhinorrhea as a symptom?

- A. Mucus discharge from the nose
- B. Excessive tearing from the eyes
- C. Excessive drooling
- D. Excessive fluid in the ear

Correct Answer: A

QUESTION 2

If a man comes into the clinic and the doctor observes that he has gynecomastia, it would point to _____.

- A. Swollen glands in the neck
- B. Overdevelopment of breast tissue
- C. A blood clot in the leg
- D. Kidney stones

Correct Answer: B

QUESTION 3

What is adipose tissue in the body?

- A. The outer layer of the skin
- B. The whites of the eye
- C. The sac around the heart
- D. The fatty tissue in the body

Correct Answer: D

QUESTION 4

What should be placed in the top right hand corner in a business letter?

- A. The date
- B. The sender's address

C. The recipient's address

D. A reference number

Correct Answer: B

Business letters should be laid out with the sender's address at the top right, the recipient's address below that on the left, any reference number below that, then the date, then the salutation.

Obviously if using headed paper with an address on it there is no need to repeat this.

QUESTION 5

If a medical assistant is _____, it means that the medical assistant performs her duties in compliance with the standards of her job description.

A. Dependable

B. Negligent

C. Competent

D. Trustworthy

Correct Answer: C

QUESTION 6

What type of test is being conducted if a patient is tested to determine the antibiotics that a pathogen is susceptible to?

A. Sensitivity

B. Biopsy

C. Culture

D. Cytology

Correct Answer: A

QUESTION 7

Which of the following forms is needed when they are choosing tax exemptions when hiring a new employee?

A. I-9

B. 1099

C. W4

D. 1096

Correct Answer: C

QUESTION 8

Having tightened tourniquet around the upper arm of a patient in order to draw blood, you should carry out the procedure within _____.

- A. 30 seconds
- B. 60 seconds
- C. 120 seconds
- D. 15 seconds

Correct Answer: B

Always work quickly once you have tightened the tourniquet: leaving it on for more than a minute may cause discomfort for the patient and even have damaging results. If you are unable to find a suitable vein and carry out the procedure within one minute, loosen the tourniquet, allow blood to flow again normally and then retry, or choose another site.

QUESTION 9

When only a small amount of blood is needed, a capillary puncture may be used.

Which of these is the best site for this in a healthy adult?

- A. Forearm
- B. Finger
- C. Thigh
- D. Buttock

Correct Answer: B

Using a capillary puncture when only a small amount of blood is needed is advantageous, especially for obese patients, those who may have bleeding problems, people who may have severe burns, etc. The fingers are generally the best site for this type of blood draw, though the toes may also be used. Remember to use the correct lancet and wipe away the first drop of blood as it will contain excessive tissue fluid.

QUESTION 10

Which of these is the only element that is not a vital part of an appointment matrix?

- A. Room availability
- B. Staff availability

C. Patient billing details

D. Catch up times

Correct Answer: C

The appointment matrix should display room availability, staff availability (and unavailability, e.g. holiday times) and should have built-in catch up times to make up for any overruns during the day. A well-run appointment matrix minimizes the chances of patients arriving and no doctor or room being available for them to be seen.

QUESTION 11

A client would not be billed in the following situations _____.

A. Where Workers Compensation covers the injury and care

B. Where the patient has Blue Cross

C. Where the patient has no insurance

D. Where there's an indemnity insurance plan

Correct Answer: A

QUESTION 12

Which of the following structures would be located in the mediastinum?

A. Occipital lobe

B. Aorta

C. Left carotid artery

D. Pancreas

Correct Answer: B

QUESTION 13

Which of the following would call the patient if a patient's bill has been unpaid for more than 90 days?

A. Attorney

B. Medical Assistant

C. Collection Agency

D. Physician

Correct Answer: C

QUESTION 14

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

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

Correct Answer: A

QUESTION 15

Which medication would typically be ordered to help a patient to get rid of excess fluid in their lungs?

- A. Furosemide
- B. Erythromycin
- C. Digoxin
- D. Carvedilol

Correct Answer: A

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