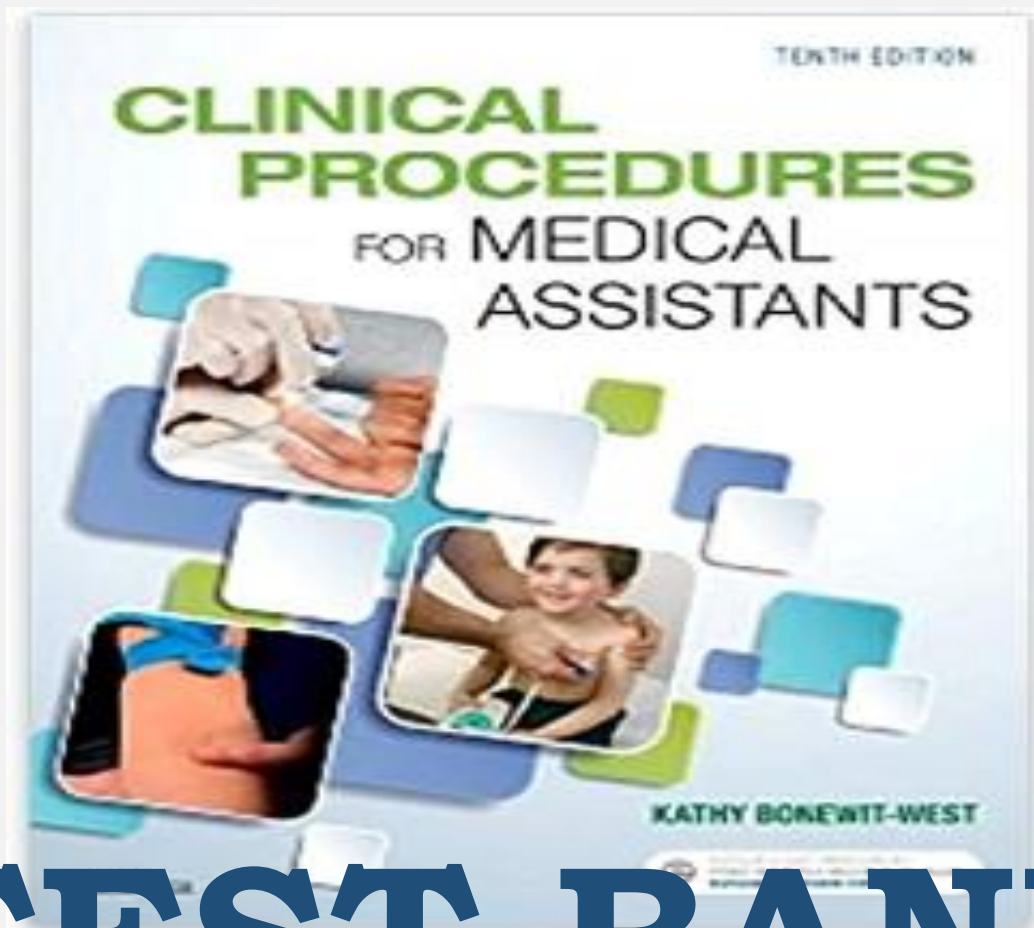


# **TEST BANK**

## **CLINICAL PROCEDURES FOR MEDICAL ASSISTANTS**

**10TH EDITION, BONEWIT-WEST**



# **TEST BANK**

## Clinical Procedures for Medical Assistants 10th Edition Bonewit-West Test Bank

<b>Table of Contents</b>
Chapter 1: The Medical Record
Chapter 2: Medical Asepsis and the OSHA Standard
Chapter 3: Sterilization and Disinfection
Chapter 4: Vital Signs
Chapter 5: The Physical Examination,
Chapter 6: Eye and Ear Assessment and Procedures
Chapter 7: Physical Agents to Promote Tissue Healing
Chapter 8: The Gynecologic Examination and Prenatal Care
Chapter 9: The Pediatric Examination
Chapter 10: Minor Office Surgery
Chapter 11: Administration of Medication and Intravenous Therapy
Chapter 12: Cardiopulmonary Procedures
Chapter 13: Colon Procedures and Male Reproductive Health
Chapter 14: Radiology and Diagnostic Imaging
Chapter 15: Introduction to the Clinical Laboratory
Chapter 16: Urinalysis
Chapter 17: Phlebotomy
Chapter 18: Hematology
Chapter 19: Blood Chemistry and Immunology
Chapter 20: Medical Microbiology
Chapter 21: Nutrition - NEW
Chapter 22: Emergency Preparedness - NEW
Chapter 23: Emergency Medical Procedures and First Aid

## Chapter 01: The Medical Record

### Bonewit-West: Clinical Procedures for Medical Assistants, 10th Edition

---

#### MULTIPLE CHOICE

1. 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                      REF: p. 2 | CAAHEP Competency (2015): VI.4  
OBJ: 1

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

ANS: E                      REF: pp. 2-3 | CAAHEP Competency (2015): VI.4  
OBJ: 2

3. The purpose of the HIPAA Privacy Rule is to
  - a. reduce exposure of patients to bloodborne pathogens.
  - b. provide patients with better 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                      REF: p. 4 | CAAHEP Competency (2015): IX.3  
OBJ: 2

4. All of the following are characteristics of the Notice of Privacy Practices *except*:
  - a. Was developed by the American Medical Association
  - b. Must explain how a patient's health information will be used and protected by the medical office
  - c. Must be provided to each patient
  - d. Must obtain a signed acknowledgment from the patient that he/she has received an NPP

ANS: A                      REF: p. 4 | CAAHEP Competency (2015): IX.3  
OBJ: 2

5. Health information in any form that contains patient identifiable information is known as
  - a. PHI.
  - b. NPP.
  - c. OSHA.
  - d. HIPAA.

ANS: A                      REF: p. 4| CAAHEP Competency (2015): IX.3  
OBJ: 2

6. In which of the following situations does HIPAA *not* require written consent for the use or disclosure of protected health information?
- Patient referral to a specialist
  - Emergency care provided at a hospital
  - Determination of eligibility for insurance benefits
  - Training of health care students
  - All of the above

ANS: E                      REF: p. 4| CAAHEP Competency (2015): IX.3  
OBJ: 2

7. Which of the following is *not* an example of a medical office clinical document?
- Patient registration record
  - Physical examination report
  - Medication record
  - Health history report

ANS: A                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

8. Which of the following is *not* a characteristic of a laboratory report?
- It relays results of laboratory tests to the provider
  - It consists of a report of the analysis or examination of body specimens
  - It assists in diagnosing and treating disease
  - It is a request for laboratory tests performed by an outside laboratory

ANS: D                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

9. Which of the following is an example of a diagnostic procedure report?
- Electrocardiogram report
  - Physical therapy report
  - Urinalysis report
  - Pathology report

ANS: A                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

10. What is the name of the type of report that documents the assessments and treatments designed to restore a patient's ability to function?
- Consultation report
  - Diagnostic procedure report
  - Pathology report
  - Therapeutic service report

ANS: D                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

11. Which of the following is *not* an example of a hospital report?
- Operative report

- b. Cytology report
- c. Discharge summary report
- d. Emergency department report

ANS: B                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

12. Which of the following is an example of a consent document?
- a. Patient registration record
  - b. Notice of Privacy Practices form
  - c. Release of medical information form
  - d. Patient instruction sheet

ANS: C                      REF: pp. 2-3| CAAHEP Competency (2015): VI.4  
OBJ: 2

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

ANS: E                      REF: p. 3| CAAHEP Competency (2015): V.8  
OBJ: 3

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

ANS: D                      REF: pp. 3, 6| CAAHEP Competency (2015): VI.12  
OBJ: 5

15. Which of the following are used to enter data into an electronic medical record?
- a. Free-text entry
  - b. Drop-down menus
  - c. Radio buttons
  - d. All of the above

ANS: D                      REF: p. 11| CAAHEP Competency (2015): V.8  
OBJ: 8

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

ANS: A                      REF: p. 11| CAAHEP Competency (2015): VI.4  
OBJ: 8

17. What is the name of a program that converts typed text into text that can be manipulated by the computer (once it has been scanned into the computer)?
- POMR
  - OCR
  - Word processing program
  - Practice management program

ANS: B                      REF: p. 6| CAAHEP Competency (2015): VI.12  
OBJ: 4

18. All of the following assist in the collection of data for a health history *except*
- a quiet, comfortable room.
  - showing interest in the patient.
  - showing concern for the patient.
  - calling the patient “honey.”

ANS: D                      REF: p. 6| CAAHEP Competency (2015): V.3.  
OBJ: 8

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

ANS: D  
OBJ: 8

20. What is a health history?
- A legal document required to perform certain procedures on a patient
  - Documentation of the results of the physical examination
  - A collection of subjective data about the patient
  - A narrative description and interpretation of a diagnostic procedure

ANS: C                      REF: p. 6| CAAHEP Competency (2015): V.10  
OBJ: 6

21. The health history is taken
- after the provider performs the physical examination.
  - after laboratory test results are reviewed.
  - before the provider performs the physical examination.
  - after the provider makes a diagnosis of the patient’s condition.

ANS: C                      REF: p. 6| CAAHEP Competency (2015): VI.4  
OBJ: 6

22. What is the chief complaint?
- The probable outcome of the patient’s condition
  - The symptom causing the patient the most trouble
  - A detailed description of the patient’s illness using medical terms

d. A tentative diagnosis of the patient's condition

ANS: B                      REF: p. 7| CAAHEP Competency (2015): V.10  
OBJ: 7

23. Which of the following questions should be used to elicit the chief complaint from a patient?
- Where does it hurt?
  - Are you sick?
  - How long have you been ill?
  - What seems to be the problem?
  - All of the above

ANS: D                      REF: p. 7| CAAHEP Competency (2015): V.1  
OBJ: 7

24. Which of the following is a correct example for documenting the chief complaint?
- "Complains of pain in the left shoulder."
  - "The patient does not feel well today."
  - "Burning in the chest and coughing for the past 2 days."
  - "Otitis media that began following a cold."

ANS: C                      REF: p. 7| CAAHEP Competency (2015): V.7  
OBJ: 7

25. An expansion of the chief complaint is known as the
- review of systems.
  - present illness.
  - progress report.
  - provisional diagnosis.

ANS: B                      REF: p. 7| CAAHEP Competency (2015): V.10  
OBJ: 7

26. What is the past medical history?
- The patient's previous diseases, injuries, and operations
  - The symptom causing the patient the most trouble
  - Information about the patient's lifestyle
  - The hereditary diseases and health of blood relatives

ANS: A                      REF: pp. 7, 11| CAAHEP Competency (2015): V.10  
OBJ: 6

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

ANS: E                      REF: pp. 7, 11| CAAHEP Competency (2015): VI.4  
OBJ: 6

28. A review of the health status of blood relatives is known as