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QUESTION NO: 1

When making up invoices for insurance companies, ICD numbers should be used.

What does ICD mean?

- A.** International classification of diseases
- B.** Insurance company demands
- C.** Internal cash disbursement
- D.** Integral charge document

ANSWER: A**Explanation:**

It should always be made clear when billing insurance companies exactly what condition has been treated.

The ICD numbers cover all conditions; if unsure of exactly what condition has been treated, consult with the treating physician.

QUESTION NO: 2

A pregnant patient's medical chart states EHR 150 BPM.

What does this indicate?

- A.** Electronic Health Record
- B.** Embryonic Hereditary Range
- C.** Embryonic heart rate
- D.** Mother's heart rate

ANSWER: C**QUESTION NO: 3**

What is the first step when removing sutures?

- A.** Lift the suture with tweezers
- B.** Insert scissors under the suture

- C. Clean the suture area with antiseptic
- D. Pull the suture with fingers

ANSWER: C

Explanation:

Before removing any suture the wound should be cleaned with antiseptic.

This should remove any encrusted blood or loosened scar tissue, which could not only cause unnecessary pain to the patient during removal but might increase the risk of infection.

QUESTION NO: 4

When someone listens for particular things and blocks out what they do not want to hear, it is called _____.

- A. Full listening
- B. Selective listening
- C. False listening
- D. Listening barrier

ANSWER: B

QUESTION NO: 5

Making a note in one file that a paper is in another file is called _____.

- A. Cross-filing
- B. Indexing
- C. Conditioning
- D. Cross-reference

ANSWER: D

QUESTION NO: 6

How is it received if a drug is administered transdermally?

- A. Through the skin

- B. Through the mouth
- C. By injection
- D. By suppository

ANSWER: A

Explanation:

Some drugs can be administered transdermally via a patch on the skin.

This can be a good option for patients who are frightened of needles and for those requiring a steady release of a drug over time.

QUESTION NO: 7

Which of the following would be considered the first step in treating a patient with a chemical burn of the skin?

- A. Wash with soap and water
- B. Apply an antiseptic ointment
- C. Apply ice
- D. Flush area with water

ANSWER: D

QUESTION NO: 8

What does OSHA stand for?

- A. Office of safe health administration
- B. Orders for safety, health and accidents
- C. Overseer of safe health activities
- D. Occupational safety and health act

ANSWER: D

Explanation:

The OSHA is the Occupational Safety and Health Act.

It contains provisions for the safe operation of workplaces, and has specific sections dealing with healthcare workplaces. All workers in a medical office should be aware of the provisions of the act that apply to their duties.

QUESTION NO: 9

Which of the following should be done first if a patient is admitted with a cut that is still bleeding?

- A. Stitch wound
- B. Apply antibiotic ointment
- C. Get a tetanus shot
- D. Stop the bleeding

ANSWER: D**QUESTION NO: 10**

What is measured by spirometry?

- A. Lung function
- B. Heart function
- C. Gastric function
- D. Liver function

ANSWER: A**Explanation:**

A spirometer measures breath flow from the lungs.

It is useful in diagnosing asthma, bronchial conditions and many other diseases.

It's important to note that spirometry generally involves forceful expelling of air and so may be harmful to some patients, for example those who have recently undergone thoracic or abdominal surgery.