Medical Office Management 2nd edition Malone Test Bank

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Medical Office Management, 2e **(Malone)**
Chapter 1 Today's Healthcare Environment

Match the following occupation to the definition.

A) physician who specializes in the treatment of conditions associated with the ears, nose, and throat
B) physician who treats cancerous conditions
C) physician who specializes in the diagnosis of musculoskeletal conditions and their treatment by use of therapeutic means
D) physician who specializes in the diagnosis and treatment of patients via the use of x-rays, magnetic resonance imaging, computed tomography scans, and radioactive materials
E) physician who specializes in the treatment of the feet
F) physician who specializes in the diagnosis and treatment of lung conditions
G) a physician who limits care to that of children
H) physician who specializes in the treatment of conditions associated with arthritis
I) physician who specializes in treatment of the musculoskeletal system
J) physician who supervises the clinical laboratory and the tests performed there

1) pathologist

2) otolaryngologist

3) pediatrician

4) orthopedist

5) physiatrist

6) podiatrist

7) pulmonologist

8) radiologist

9) rheumatologist

10) oncologist

Answers: 1) J 2) A 3) G 4) I 5) C 6) E 7) F 8) D 9) H 10) B

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11) Which of the following is necessary for the medical office manager to stay abreast of new information?
A) Physician licensing requirements
B) Local, state, and federal healthcare laws affecting healthcare delivery
C) Medication distribution regulations
D) Building codes
Answer: B

12) Medical office managers may perform administrative duties and/or
A) clinical duties.
B) janitorial duties.
C) delivery of supplies.
D) physician duties.
Answer: A

13) If a medical office manager does NOT have a clinical background, which of the following is a good idea when clinical questions arise?
A) Look up the information on the Internet.
B) Look up the answer in a medical textbook.
C) Ask a clinical team member to provide the information.
D) Answer questions to the best of your knowledge.
Answer: C

14) General partnership or group practice is characterized by
A) physicians practicing alone.
B) physicians not sharing liability risks.
C) physicians doing business as an individual entity.
D) physicians partnering to share in expenses of running the practice.
Answer: D

15) Which type of medical practice typically sees a small number of non-urgent conditions?
A) General partnership or group practice
B) Retail clinic
C) Professional corporation
D) Limited liability partnership
Answer: B

16) Sole proprietorship practices
A) are usually conducted within a medical practice building.
B) are conducted independently from other practices.
C) are usually associated with one hospital.
D) are found in retail clinic buildings.
Answer: B

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17) One of the benefits of a group or partnership practice design is that
A) physicians share hospital rounds and on-call coverage.
B) there is less compromise in decision making.
C) there are fewer supply expenses.
D) there are fewer billing expenses.
Answer: A

18) A limited liability partnership does NOT limit which of the following liabilities?
A) Debt
B) Staffing costs
C) Building costs
D) Malpractice lawsuits
Answer: D

19) In a professional corporation how are taxes filed?
A) As a corporate entity
B) Individually for each physician's practice
C) As a group sharing limited liability
D) As a business and as an individual physician
Answer: A

20) Which of the following is an advantage physicians enjoy if working for a large healthcare organization?
A) Shared liability
B) Paid time off
C) Paying separate malpractice insurance
D) Being paid a salary that may be a less than that of a private practice
Answer: B

21) Which of the following practices saves retail clinics money?
A) Non-participation in insurance programs
B) Treating employees only
C) Participating in all insurance programs
D) Remaining open 24 hours a day
Answer: A

22) Which of the following statements is TRUE about primary care practices?
A) They treat all kinds of illnesses.
B) They provide care for primary needs of patients.
C) They specialize in treating cancer.
D) They perform major surgeries.
Answer: B

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23) What type of surgery is common for most types of physicians to perform?
A) Minor surgery with local anesthetic
B) Major surgery with general anesthesia
C) Removal of organs
D) Implantation of pacemakers
Answer: A

24) Which type of physician specializes in treating children up to the age of 16?
A) Podiatrist
B) Psychiatrist
C) Pediatrician
D) Internist
Answer: C

25) A physician who specializes is required to
A) complete a residency in that specialty.
B) practice under someone with experience in the specialty.
C) work for a hospital.
D) complete an internship.
Answer: A

26) Patients who see an allergist are likely to visit the physician
A) may see an allergist only a handful of times, whereas patients with more severe allergies may see an allergist throughout their entire lifetime.
B) one to two times a year.
C) every week as long as the conditions lasts.
D) one time to obtain a diagnosis.
Answer: A

27) What organ does a dermatologist treat?
A) Heart
B) Kidney
C) Liver
D) Skin
Answer: D

28) What is the name of a physician who specializes in treating the elderly patient?
A) Gynecologist
B) Gerontologist
C) Gastroenterologist
D) Cardiologist
Answer: B

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29) What specialist would a primary care physician refer a patient to who has leukemia?
A) Cardiologist
B) Allergist
C) Hematologist
D) Hepatologist
Answer: C

30) Which type of physician would be likely to be involved in a kidney transplant?
A) Hepatologist
B) Nephrologist
C) Cardiologist
D) Internist
Answer: B

31) Which of the following specialty areas would obstetricians possibly specialize in?
A) Gynecology
B) Cardiology
C) Hematology
D) Oncology
Answer: A

32) To what specialist would a physician refer a child who needs tubes put in their ears?
A) Dermatologist
B) Orthopedist
C) Cardiologist
D) Otolaryngologist
Answer: D

33) If you have an x-ray, which type of physician would read and interpret the x-ray?
A) Radiologist
B) Oncologist
C) Orthopedist
D) Physiologist
Answer: A

34) Sleep apnea can be treated by a(n)
A) sleep medication specialist.
B) oncologist.
C) gynecologist.
D) podiatrist.
Answer: A

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35) Which of the following can an Advanced Registered Nurse Practitioner (ARNP) perform on his or her own?
A) Minor surgery
B) Chemotherapy
C) Primary care
D) Radiation therapy
Answer: C

36) Which of the following practitioners is required to work under a physician's license?
A) Advance Registered Nurse Practitioner
B) Physician Assistant
C) Nutritionist
D) Pediatrician
Answer: B

37) What factor dictates the type of management structure for a practice?
A) The legal description of the practice
B) The location of the facility
C) The size and type of facility
D) The patient population
Answer: C

38) Medical office managers are best equipped with
A) education in medical office management.
B) knowledge of the healthcare industry.
C) relationships in the community.
D) managerial skills.
Answer: A

39) What leadership style is best for the day-to-day situations in a medical office?
A) Laissez-faire
B) Democratic
C) Autocratic
D) Proprietary
Answer: B

40) Which of the following certification is offered by the MGMA?
A) CMPE
B) FACHE
C) MHCA
D) CAC
Answer: A

41) Changes in the healthcare system are causing a need for highly skilled medical office managers.
Answer: TRUE

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42) Healthcare is changing to focus more on the quality of care and services provided.
Answer: FALSE

43) Medical office managers specialize in practice management.
Answer: TRUE

44) A pulmonologist specializes in treating the kidneys and kidney disorders.
Answer: FALSE

45) The only way for a patient to see a specialist is to have a referral from his or her primary care physician.
Answer: FALSE

46) How is healthcare reform affecting the medical office manager's job?
Answer: The medical office manager must keep updated on legislation that changes service provisions, insurance changes, and any other changes related to reform, and adapt the office to meet these needs.

47) Provide examples of a medical office manager's workplace options.
Answer: The medical office manager can work for a physician, a physician group, in a hospital, a nursing home, a clinic, or oversee a department in one of these facilities.

48) Describe the job of a rheumatologist.
Answer: A rheumatologist treats patients diagnosed with immune disorders, arthritis, and combinations of the two, such as rheumatoid arthritis.

49) What education do you need to be certified as a CMPE?
Answer: You must have 2 years of experience in healthcare management and 6 months of direct supervision of others.

50) What is the difference between an RN and an LPN?
Answer: An RN has more schooling and clinical skills than an LPN.

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