# *Foundations of Health Information Management 4th edition Davis Test Bank*

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## MULTIPLE CHOICE

### Basic Concepts

1. Data that have been processed into a useful frame of reference is called:
   a. observation.
   b. information.
   c. schedule.
   d. assessment.

   ANS: B REF: p. 36 OBJ: 1. Collect and maintain health data.

2. If a patient's insurance company has reimbursed the physician for the appropriate amount and there is still a balance due in the patient's account, the physician must apply next for payment to the:
   a. guarantor.
   b. state government.
   c. Medicaid.
   d. patient's parents.

   ANS: A REF: p. 43
   OBJ: 2. Understand the types of data and methods of collection.

3. The individual or organization that is ultimately responsible for paying a hospital bill is called the:
   a. employer.
   b. guarantor.
   c. patient.
   d. spouse.

   ANS: B REF: p. 43
   OBJ: 2. Understand the types of data and methods of collection.

### Describing Data

4. Another term for demographic data is:
   a. explanatory.
   b. referral.
   c. global.
   d. indicative.

   ANS: D REF: p. 41
   OBJ: 2. Understand the types of data and methods of collection.

5. Which of the following is an example of demographic data?
   a. Address
   b. Marital status

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c. Race
d. Employer

ANS: A REF: p. 41
OBJ: 2. Understand the types of data and methods of collection.

6. Which of the following is NOT an example of clinical data?
a. Appendectomy 3 years ago
b. Smokes two packs of cigarettes daily
c. Blood pressure
d. Wears glasses to read

ANS: B REF: p. 43
OBJ: 2. Understand the types of data and methods of collection.

7. Which of the following is NOT an example of the possible contents of a 2 character state field?
a. F
b. FL
c. DC
d. NM

ANS: A REF: p. 49
OBJ: 2. Understand the types of data and methods of collection.

8. The study of health trends or patterns is called:
a. demographic data.
b. epidemiology.
c. health data.
d. health information.

ANS: B REF: p. 39
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

9. All of the following are examples of demographic data, EXCEPT:
a. birth date.
b. home telephone number.
c. occupation.
d. social security number.

ANS: C REF: p. 41
OBJ: 2. Understand the types of data and methods of collection.

10. A patient presented in the emergency department with unusual lesions on the skin, a fever, and dehydration. Of the following types of data, which will be most helpful to the physician in developing a list of potential diagnoses?
a. Demographic data
b. Indicative data
c. Socioeconomic data
d. Financial data

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ANS: C REF: pp. 41-43
OBJ: 2. Understand the types of data and methods of collection.

**Medical Decision Making**

11. The result of a plan of treatment is called the:
    a. assessment.
    b. outcome.
    c. diagnosis.
    d. health record.

    ANS: B REF: p. 47
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

12. "Patient complains of dizziness and shortness of breath" is an example of which of the following components of medical decision making?
    a. Subjective
    b. Objective
    c. Assessment
    d. Plan

    ANS: A REF: pp. 45-46
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

13. "Pupils equal, round, and reactive to light and accommodation" is an example of which of the following components of medical decision making?
    a. Subjective
    b. Objective
    c. Assessment
    d. Plan

    ANS: B REF: pp. 45-46
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

14. "Rule out congestive heart failure versus cerebrovascular accident" is an example of which of the following components of medical decision making?
    a. Subjective
    b. Objective
    c. Assessment
    d. Plan

    ANS: C REF: pp. 45-46
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

15. "Chest x-ray to rule out congestive heart failure" is an example of which of the following components of medical decision making?
    a. Subjective

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b. Objective
c. Assessment
d. Plan

ANS: D REF: p. 47
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

16. In which step of the medical decision-making process can the following statement be found? "Patient's blood pressure is 120/75, rule out hypertension."
a. Subjective
b. Objective
c. Assessment
d. Plan

ANS: C REF: p. 46
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

**Organization Elements in a Health Record**

17. Your facility is using a paper-based record. The health information management (HIM) department has decided to switch from an integrated record to a completely source-oriented record, after discharge. You are responsible for training the staff members who assemble the records into the correct order. Which of the following must exist in order to implement this change?
a. All documentation must be changed to reflect the new order.
b. Except for physician's orders, physicians and nurses cannot document on the same page.
c. Nothing has to change; the way the clinicians document information is irrelevant to the chart order.
d. Physicians and nurses must document on the same page.

ANS: B REF: p. 60
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

18. Which of the following is NOT a benefit of a problem list?
a. Reduces the amount of documentation in the record.
b. Facilitates management of the patient's care.
c. Improves communication among caregivers.
d. Creates an index to the patient's record.

ANS: A REF: pp. 61-62
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

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19. Dr. Smith is a physician in general, or family, practice. He and his partner, Dr. Wong, are evaluating the way they organize their paper record documentation. They have a large number of patients, many of whom have multiple, chronic illnesses. The doctors would like to organize their records to make it easier to see what has been done with respect to each patient's illness. As their office manager, what do you recommend?
    a. Source-oriented record
    b. Integrated record
    c. Problem-oriented record
    d. Use the organization method that works best for each patient.

    ANS: C REF: pp. 60-61
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

20. In creating a data collection device, which of the following is the most important consideration?
    a. Purpose of the form
    b. The size of the paper or the computer screen
    c. The number of fields on the page
    d. The Joint Commission (TJC) rules regarding forms creation

    ANS: A REF: pp. 53-54
    OBJ: 4. Describe the importance of forms and their application to data collection.

21. In creating an electronic data collection screen, which of the following is the most important consideration?
    a. Purpose of the data collection
    b. The size of the computer screen
    c. The number of fields on the page
    d. TJC rules regarding forms creation

    ANS: A REF: pp. 53-54
    OBJ: 4. Describe the importance of forms and their application to data collection.

22. What consideration is more important when creating an electronic data collection screen than it is in a paper form?
    a. Size of the fields
    b. Number of fields on a page
    c. Definition or description of the fields
    d. Sequence of data entry into the fields

    ANS: D REF: p. 63
    OBJ: 4. Describe the importance of forms and their application to data collection.

23. All of the following are components of a problem list, EXCEPT:
    a. diagnoses.
    b. date of initial diagnosis.
    c. procedures.
    d. discharge date.

    ANS: D REF: pp. 61-62

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OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

24. A synonym for an integrated record is:
    a. date-oriented.
    b. sequential.
    c. source-oriented.
    d. both a and b.

    ANS: D REF: p. 58
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

25. The data contained in the master patient index (MPI), used to identify each patient and to locate the patient's health record, is called:
    a. data dictionary.
    b. face sheet.
    c. demographic data.
    d. financial data.

    ANS: C REF: pp. 50-51
    OBJ: 2. Understand the types of data and methods of collection.

26. The integrated record is organized by:
    a. source.
    b. date.
    c. alphabetical order.
    d. numerical order.

    ANS: B REF: p. 58
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

27. All of the following are advantages to the use of electronic health records, EXCEPT which one?
    a. Manage information timely and efficiently
    b. Use of computerized physician order entry (CPOE)
    c. Ability to capture electronic signatures
    d. Unauthorized users may access patient information at any time

    ANS: D REF: pp. 61-62
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

28. Authentication shows:
    a. the person responsible for the data on a form.
    b. the name of the facility and its logo.
    c. the patient's name or barcode.
    d. the title and number of the form.

    ANS: A REF: p. 63

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OBJ: 4. Describe the importance of forms and their application to data collection.

29. Maintaining a problem list is a requirement for accreditation by which agency?
    a. CMS
    b. AHIMA
    c. TJC
    d. UHDDS

    ANS: C REF: p. 61
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

30. A record that is organized by the patient's health problems is called a(n) _____ record.
    a. problem-oriented
    b. source-oriented
    c. integrated
    d. electronic health

    ANS: A REF: pp. 60-61
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

31. An electronic health care system that allows physicians to enter their orders through a computer is called:
    a. Barcode Medication Administration.
    b. electronic health record.
    c. ADT.
    d. CPOE.

    ANS: D REF: p. 64
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

**Data Quality**

32. The nurse took the patient's temperature and found it to be 97.6° F. She wrote "96.7" in the chart. This entry fails the data quality criterion of:
    a. timeliness.
    b. accuracy.
    c. validity.
    d. completeness.

    ANS: B REF: pp. 64-65
    OBJ: 4. Describe the importance of forms and their application to data collection.

33. The nurse took the patient's temperature and found it to be 97.6° F. She entered "97.6" in the computer. The computer program displayed an error message. What was the computer program checking?
    a. Timeliness
    b. Accuracy
    c. Validity

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d. Completeness

ANS: C REF: p. 66
OBJ: 4. Describe the importance of forms and their application to data collection.

**Key Data Categories**

34. SOAP notes are examples of ____ data.
a. demographic
b. socioeconomic
c. financial
d. clinical

ANS: D REF: p. 45
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

35. According to your text, race is an example of ____ data.
a. demographic
b. socioeconomic
c. financial
d. clinical

ANS: A REF: p. 41
OBJ: 2. Understand the types of data and methods of collection.

36. Which of the following would be considered socioeconomic data?
a. Gender
b. Marital status
c. Income bracket
d. Diagnosis

ANS: B REF: p. 41
OBJ: 2. Understand the types of data and methods of collection.

37. Which of the following data would not be considered relevant to the patient's health data?
a. Marital status
b. Health status of parents
c. Eye color
d. Blood type

ANS: C REF: pp. 41-44
OBJ: 2. Understand the types of data and methods of collection.

38. Vital statistics could be which of the following?
a. Date of birth
b. Date of mother's birth
c. Date of father's death
d. Date of first menses

ANS: A REF: p. 39
OBJ: 4. Describe the importance of forms and their application to data collection.

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**Data Sets**

39. All of the following are considered data sets, EXCEPT:
    a. UHDDS.
    b. OASIS.
    c. CMS.
    d. MDS.

    ANS: C REF: p. 68
    OBJ: 3. Define the data sets used in health care and identify their applications and purposes.

40. Which of the following data sets is used by acute care facilities?
    a. MDS
    b. OASIS
    c. ICD-10-CM
    d. UHDDS

    ANS: D REF: p. 68
    OBJ: 3. Define the data sets used in health care and identify their applications and purposes.

## COMPLETION

**Basic Concepts**

1. Public health data collected through birth certificates, death certificates, and other data-gathering tools are called _____ statistics.

   ANS: vital

   REF: p. 39
   OBJ: 4. Describe the importance of forms and their application to data collection.

2. After all other payment sources are exhausted, the _____ is responsible for the remaining balance of payments.

   ANS: guarantor

   REF: p. 43
   OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

**Describing Data**

3. A single letter, number, or symbol is a(n) _____.

   ANS: character

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REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

4. The smallest element or unit of knowledge is _____.

   ANS: data

   REF: p. 36 OBJ: 1. Collect and maintain health data.

5. Data collected for the purpose of patient identification is _____ data.

   ANS: demographic

   REF: p. 41 OBJ: 2. Understand the types of data and methods of collection.

6. The study of disease trends and occurrences is _____.

   ANS: epidemiology

   REF: p. 39
   OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

7. A collection or series of related characters is a(n) _____.

   ANS: field

   REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

**Key Data Categories**

8. Data collected pertaining to the investigation of the patient's current health situation is called _____ data.

   ANS: clinical

   REF: p. 43 OBJ: 2. Understand the types of data and methods of collection.

9. In a database, a list of details about each field is a data _____.

   ANS: dictionary

   REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

10. Data collected about the party who will pay for the patient's health care is _____ data.

    ANS: financial

    REF: p. 43 OBJ: 2. Understand the types of data and methods of collection.

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11. Data that pertain to the patient's personal life and personal habits, such as marital status and religion, is called _____ data.

ANS: socioeconomic

REF: pp. 41-42 OBJ: 2. Understand the types of data and methods of collection.

**Data Quality**

12. The quality of data being correct is called _____.

ANS: accuracy

REF: pp. 64-65
OBJ: 4. Describe the importance of forms and their application to data collection.

13. The quality that data reflect the known or acceptable range of values for the specific data is called data _____.

ANS: validity

REF: p. 65
OBJ: 4. Describe the importance of forms and their application to data collection.

**Medical Decision Making**

14. The following statement will be found in the _____ step of medical decision making. "Patient states dizziness and shortness of breath."

ANS: Subjective

REF: p. 46
OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

**Organization Elements in a Health Record**

15. A listing of all fields and their definitions is called a(n) _____.

ANS: data dictionary

REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

**ESSAY**

**Describing Data**

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| Name | Definition | Size | Type | Example |
|---|---|---|---|---|
| FNAME | Patient's First Name | 15 Characters | Alphabetical | Jane |
| LNAME | Patient's Last Name | 15 Characters | Alphabetical | Jones |
| HTEL | Patient's Home Telephone Number | 12 Characters | Alphanumerical | 973-555-3331 |
| TEMP | Patient's Temperature | 5 Characters | Numerical | 98.6 |

1. Use the sample data descriptions above to answer the following question.
   Using 12 alphanumerical characters is one way to capture the patient's home telephone number. List at least one other way to capture that data.

   ANS:
   Fields of alphanumerical characters; 10 numerical characters.

   REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

2. Use the sample data descriptions above to answer the following question.
   List and describe two additional fields that would be needed to capture a patient's entire name.

   ANS:
   · TITLE, patient's preferred title, 4 alphanumerical characters, examples: Mr., Mrs., Miss, Ms., Dr.
   · MINIT, patient's middle initial, 1 alphabetical or alphanumerical character, example: A.
   · SUFFIX, patient's designation, 3 alphanumerical characters, examples: III, Jr., MD, OSA.

   REF: p. 49 OBJ: 2. Understand the types of data and methods of collection.

3. How does the quantity of health data affect our understanding of what it contains?

   ANS:
   Voluminous data are virtually impossible to understand unless they are put in some context, summarized, or otherwise organized. Before data become meaningful, that is, before they become information, they must be sorted, categorized, labeled, and analyzed.

   REF: pp. 36-39 OBJ: 1. Collect and maintain health data.

4. Give two examples of how data become information.

   ANS:
   Answers will vary. Two possible examples follow. A list of everyone in the state who died last year is a large collection of data. A table showing deaths by county, deaths by major disease, or top 10 causes of death is information. A patient's temperature taken every hour for 3 days is a set of data. If we know the patient and the times and dates, this is information. However, display of the data on a graph is more informative.

   REF: pp. 36-39 OBJ: 1. Collect and maintain health data.

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5. List and describe the four general categories of health data and list two examples of each type of data.

   ANS:
   Demographic or indicative data help to identify the patient and distinguish this patient from any others. Included in demographic data are name, address, and date of birth. Socioeconomic data involve the patient's personal habits and lifestyle and include marital status, smoking history, and living arrangements. Financial data describe the patient's source of income and the source of payment for the health care visit, including any insurance, guarantor, and primary source of income. Clinical data are health care–specific data about the patient's health history or current condition, including diagnoses, procedures, symptoms, and family health history.

   REF: pp. 41-45 OBJ: 2. Understand the types of data and methods of collection.

6. Define characters, fields, records, and files. Give two examples of each.

   ANS:
   Characters are the smallest units of data. A letter or number is a character. "$" is also a character. A field is a collection of related characters or groups of characters. A person's first name can be gathered in an individual field, as can a street address. Records are groups of related fields. An admission record contains fields for name, address, city, state, zip, telephone, and a variety of other demographic, socioeconomic, and financial data. Files are collections of related records.

   REF: pp. 49-50 OBJ: 2. Understand the types of data and methods of collection.

7. What is the difference between data and information?

   ANS:
   Data constitute a component of information. To illustrate, data include a patient's reason for admission. Information is when all of the data are collected and analyzed to determine trends in the data.

   REF: p. 36 OBJ: 1. Collect and maintain health data.

   **Key Data Categories**

8. Name three elements that may be collected as socioeconomic data and explain why this type of data is important.

   ANS:
   Socioeconomic data may include a patient's marital status, profession, employer, religious affiliation, sexual orientation, personal habits, race, and ethnicity. Much of this information can be important for the health care provider in diagnosing an illness and for directing the plan of care.

   REF: pp. 41-43 OBJ: 2. Understand the types of data and methods of collection.

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9. How can a large quantity of health data be communicated in a meaningful way (as information)?

   ANS:
   Charts and graphs are useful tools for turning large quantities of data into useful information. Tables, pictures, and flowcharts are also helpful.

   REF: pp. 39-40 OBJ: 1. Collect and maintain health data.

10. What vital information fields would a medication administration form contain? Name at least five fields.

    ANS:
    · Patient's name, date of birth, weight, height
    · Name of medication, dosage, date and time of administration
    · Health care professional who administered the medication
    · Any adverse reactions
    · Method of administration
    · Frequency of administration
    · Physician who ordered the medication

    REF: p. 53 OBJ: 2. Understand the types of data and methods of collection.

**Basic Concepts**

11. In your own words, describe what conditions must exist in order for a person to be "healthy."

    ANS:
    Answers will vary but should focus on the absence of disease and disease-causing stressors such as poverty, smoking, and excessive stress.

    REF: p. 36
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

12. What is the difference between mortality and morbidity?

    ANS:
    Mortality is the frequency of death, whereas morbidity is a possible fatal disease that can complicate a condition for which a patient is seeking health care services.

    REF: p. 39
    OBJ: 5. Discuss the components of a health record, how data is organized within a health record, and the different formats of health records that are used.

**Data Quality**

13. Why is it important to have a standard to collect data when organizing and analyzing data?

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ANS:
It is important to ensure data relevancy when organizing data. In other words, all of the data need to be related in order to provide accurate information. For example, if out of 100 data samples for gender, four data samples state the race; the information is not valid or accurate.

REF: p. 68
OBJ: 4. Describe the importance of forms and their application to data collection.

14. List and describe at least three different characteristics of data quality.

ANS:
· Completeness—Data for required fields are collected for each patient.
· Accuracy—Recorded data are accurate.
· Validity—Collected data are valid for the analyzed information.
· Timeliness—Data are recorded while the patient is receiving medical care, or right after.
· Authentication—Ensure that the recording of data was done by a qualified professional.

REF: pp. 64-66
OBJ: 4. Describe the importance of forms and their application to data collection.

15. How can the accuracy, validity, and completeness of data be improved as it is being collected?

ANS:
Preventive controls must be established. Accuracy can be improved by including precise instructions. Validity can be improved by restricting data entry space to the allowable characters, using menus, showing the valid range of data, or programming the computer to reject invalid values. Completeness can be improved by ensuring that all required fields are clearly labeled or by programming the computer to reject the processing of incomplete documents.

REF: pp. 64-66
OBJ: 4. Describe the importance of forms and their application to data collection.

16. How can data collection devices affect the quality of data? Give examples.

ANS:
Data collection devices can affect the quality of data through preventive controls. Accuracy can be improved by including precise instructions. Validity can be improved by restricting data entry space to the allowable characters, using menus, showing the valid range of data, or programming the computer to reject invalid values. Completeness can be improved by ensuring that all required fields are clearly labeled or by programming the computer to reject the processing of incomplete documents.

REF: p. 53
OBJ: 4. Describe the importance of forms and their application to data collection.

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17. Medical forms design is an essential task for HIM professionals. What factors need to be considered? Name at least two.

ANS:
- Documentation standards as determined by the accreditation agency assigned to the professional's specialty.
- User needs as defined by the professionals needing to use the form. For example, it would not be wise to create a space for patient insurance information for an inpatient EKG form.
- Each form should have a way to clearly identify the patient's name, date of birth, and medical record number.

REF: pp. 53-58
OBJ: 4. Describe the importance of forms and their application to data collection.

18. Explain the difference between a data set and a database. Give an example of each.

ANS:
A data set is a predetermined group of data elements that is required (collected). A database is a collection of the data elements described in the data set for a population. Examples will vary. Data set: UHDDS, UACDS, MDS. Database: HIM system, MPI.

REF: pp. 66-67
OBJ: 3. Define the data sets used in health care and identify their applications and purposes.

19. Explain how a health information technician ensures the quality of the health information database.

ANS:
A health information technician reviews the record to verify that the data elements are accurate. This review may be done periodically (monthly or quarterly) on a sample of each employee's (responsible for abstracting) work.

REF: pp. 53-58
OBJ: 4. Describe the importance of forms and their application to data collection.

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