The Administrative Dental Assistant 6th edition Gaylor Test Bank

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Test Bank - Chapter 01

Q: A service-based business is considered successful when

A. current patients refer new patients.
B. it meets the needs of the people it serves. (Correct)
C. dentists and dental auxiliaries work together to provide services.
D. bills are sent to patients in a timely manner.

Q: An additional _____ of education is required for a dentist to become a board-certified specialist.

A. 12–18 months
B. 18–24 months
C. 2–4 years (Correct)
D. 5–6 years

Q: Several types of administrative dental assistants work in a dental practice. Which of the following is responsible for ensuring compliance with regulations?

A. The records manager (Correct)
B. The practice manager
C. The dental benefit clerk
D. The business manager

Q: Which of the following documents outlines the duties that may be performed by dental auxiliaries?

A. The Occupational Safety and Health Administration (OSHA) code
B. The State Administrative Code
C. The Bylaws of the American Dental Association
D. The State Dental Practice Act (Correct)

Q: The ADA Principles of Ethics and Code of Professional Conduct encompass five principles. Principle 3 is beneficence, which means that the dentist has a duty to

A. respect the patient's right to self-determination and confidentiality.
B. refrain from harming the patient.
C. promote the patient's welfare. (Correct)
D. communicate truthfully.

Q: Of the following dental specialists, which is most likely to receive a referral for wisdom tooth removal (extraction)?

A. An oral pathologist
B. An oral surgeon (Correct)
C. A prosthodontist
D. An oral radiologist

Q: The dental specialty that focuses on the management of pain, anxiety, and overall patient health is

A. dental anesthesiology. (Correct)

B. oral surgery.
C. radiology.
D. dental public health.

Q: The dental specialty that focuses on the oral care of medically complex patients is

A. oral surgery.
B. dental public health.
C. oral medicine. (Correct)
D. orofacial pain.

Q: The dental specialty that includes the diagnosis, management, and treatment of disorders of the jaw, mouth, face, head, and neck is

A. oral surgery.
B. oral medicine.
C. oral and maxillofacial surgery.
D. orofacial pain. (Correct)

Q: The patient's bill of rights provides for what provision when a patient receives treatment from a dental hygienist?

A. The patient must be informed in advance of the type and expected cost of treatment.
B. The patient has the right to ask about alternative treatments.
C. The patient has the right to be informed of the advantages and disadvantages of planned treatment.
D. The patient has the right to see the dentist every time he or she receives dental treatment. (Correct)

Q: Health Insurance Portability and Accountability Act of 1996 (HIPAA): The title of the act contains two major sections: *Portability and Accountability*. The *Portability* section of the Act guarantees that

A. electronic transactions and code sets can be used to transmit patient information.
B. protected health information (PHI) must be protected in all formats and all locations; this includes the transfer of information in oral, written, and electronic formats and when stored (paper and electronic copies).
C. a person covered by health insurance by one employer can obtain health insurance through a second employer if he or she changes jobs. (Correct)
D. patients must sign a specific authorization before a covered entity can release their medical information to a life insurer, a bank, a marketing firm, or another outside business for purposes unrelated to their healthcare.

Q: Written Privacy Procedures include descriptions of staff members who have access to PHI, how it will be used, when it may be disclosed, and which of the following?

A. Emergency circumstances when disclosure of health information may be made.
B. Ensuring that any business associates who have access to PHI agree to the same limitations on the use and disclosure (Correct)
C. Designation of an individual to be responsible for ensuring that procedures are followed.
D. Appropriate disciplinary action to be taken if an employee fails to follow established procedures.

Q: The single most important role of the receptionist is _____.

A. answering the telephone
B. collecting patient data
C. projecting a positive and helpful attitude (Correct)
D. managing incoming and outgoing mail

Q: Which type of administrative dental assistant is responsible for tracking the progress of dental benefit claims?

A. The records manager
B. The dental benefit biller (Correct)
C. The appointment scheduler
D. The business manager

Q: The bookkeeper records and maintains the accounts payable, which is a record of _____.

A. the money that the dental practice owes to others (Correct)
B. outstanding fees that have been sent to a collection agency
C. projected income of the dental practice for the fiscal year
D. the money that patients have paid the dental practice

Q: Dentists who graduate from an ADA accredited dental school earn a(n) _____ degree.

A. DDS
B. DMD
C. MDS
D. Either A or B (Correct)

Q: A dentist specializing in treating young patients (newborn through adolescence) is a(n) _____.

A. prosthodontist
B. periodontist
C. pediatric dentist (Correct)
D. oral pathologist

Q: Which of the following is NOT a key role of the dental hygienist?

A. Root planing, scaling, and polishing
B. Replacing lost or damaged tooth structure (Correct)
C. Processing and evaluating radiographs
D. Applying pit and fissure sealant

Q: Which of the following statements is *true*?

A. The roving dental assistant has received additional training to provide more independent patient care.
B. Procedures performed by an expanded function dental assistant are usually reversible. (Correct)
C. Some states may require licensure of the chairside dental assistant.
D. The term *dental auxiliary* refers to the dentist.

Q: The responsibility of enforcing the regulatory issues mandated by the HIPAA Act of 1996 is ultimately the responsibility of the dental assistant. The accountability section of the Act allows

individuals to carry their health insurance from one job to another to avoid a lapse in coverage.

A. The first statement is true; the second statement is false.
B. The first statement is false; the second statement is true.
C. Both statements are true.
D. Both statements are false. (Correct)

Q: More than 400 different transaction and code sets existed prior to HIPAA. How many transaction code sets are used today?

A. 7 (Correct)
B. 9
C. 11
D. 30

Q: The Security Rule requires that providers protect the _____ of electronic health information.

A. integrity
B. confidentiality
C. availability
D. All are correct (Correct)

Q: Which of the following statements is *false*?

A. Each state has its own Dental Practice Act.
B. Dental Practice Acts are transferrable from state to state. A dental assistant can continue to practice using the former state's license. (Correct)
C. Dental laboratory technicians are accountable to the Dental Practice Act.
D. Educational requirements, specific duties, and licensure requirements are included in the Dental Practice Act.

Q: Which of the following Acts includes a provision requiring that patients or their representatives have electronic access to all their health information at no cost?

A. The Dental Practice Act
B. HIPAA
C. The HITECH Act
D. The Cures Act (Correct)

Q: The acronym PHI stands for __ health information, as designated by the Privacy Rule set forth by HIPAA.
(Fill in the blank)

Answer: protected

Q: The acronym CODA stands for __ on Dental Accreditation.
(Fill in the blank)

Answer: Commission

Q: __ deals with the moral judgments as determined by a professional organization.
(Fill in the blank)

Answer: Ethics

Q: The acronym for the professional organization for dental assistants is __.
(Fill in the blank)

Answer: ADAA

Q: A student organization for future health professionals endorsed by the U.S. Department of Education is __.
(Fill in the blank)

Answer: HOSA

Q: Intraoral duties not outlined in the state's Dental Practice Act can be performed by a dental assistant as long as they are completed under the direct supervision of the dentist.

A. True
B. False (Correct)

Q: Before performing any duty identified by OSHA as hazardous, a dental employee must first take a safety course and pass a test administered by the employer.

A. True (Correct)
B. False

Q: The personal traits of the administrative dental assistant include being skilled and focused on only the business needs of the practice.

A. True
B. False (Correct)