Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

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Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

ANSWERS ARE LOCATED IN THE SECOND PART OF THIS DOCUMENT

MULTIPLE CHOICE - Choose the one alternative that best completes the statement or answers the question.

1) To receive certification as a medical assistant, you must _____.

1) _____

A) graduate from an accredited program with a bachelor's degree in medical assisting
B) become a member of the American Association of Medical Assistants (AAMA)
C) become a member of the American Medical Technologists (AMT)
D) complete an approved medical assistant program and pass the CMA (AAMA)
E) pass the AAMA or AMT examination and be employed as a medical assistant

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

2) The main purpose of the American Association of Medical Assistants is to ____.

2) _____

A) raise standards to a high professional level
B) develop medical assisting at an increasing rate
C) establish certification requirements
D) provide on-the-job training
E) help medical assistants find employment

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

3) Which of the following declared medical assisting as an allied health profession?

3) _____

A) American Medical Technologists
B) U.S. Department of Labor, Bureau of Labor Statistics
C) U.S. Department of Health, Education, and Welfare
D) American Association of Medical Assistants
E) National Healthcareer Association

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

4) Benefits offered by the American Association of Medical Assistants (AAMA) include _____.

4) _____

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A) guaranteed salary and job
B) opportunity to travel on the job
C) free hepatitis vaccinations
D) free admission to an accredited medical assisting program
E) professional publications and educational opportunities

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

5) Formal training programs in medical assisting _____.

5) _____

A) are offered only at 2-year colleges
B) can be replaced by on-the-job training
C) must be approved by the AAMA or AMT
D) last 9 months to 2 years and award a certificate, diploma, or associate degree
E) are offered only online

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

6) A certified medical assistant (CMA) must recertify the CMA credential every _____.

6) _____

A) 6 months
B) year
C) 2 years
D) 5 years
E) 10 years

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

7) Who is responsible for documenting competencies learned by medical assisting students?

7) _____

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A) The educational institution
B) The student
C) The certifying body, such as AAMA or AMT
D) OSHA
E) U.S. Department of Labor, Bureau of Labor Statistics

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

8) What is the term for the process by which programs such as medical assisting are officially authorized?

8) _____

A) certification
B) registration
C) accreditation
D) externship
E) professional development

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : IX.C.5. Define medical necessity as it applies to procedural and diagnostic coding
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

9) The purpose of accreditation of medical assisting programs is to _____.

9) _____

A) ensure that medical assisting programs provide a competency-based education
B) set maximum standards of practice for medical assisting programs
C) determine what courses are taught in medical assisting programs
D) establish organizations for medical assistants
E) prevent medical assistants from being sued for malpractice

Question Details
Est Time : 0-1 minute
Learning Outcome : 01-04
Topic : Training Programs
Difficulty : 2 Medium
Bloom's : Understand
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

10) The AAMA works to protect the right of the medical assistant to practice through _____.

10) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

A) group insurance
B) legislative monitoring
C) continuing education offerings
D) professional networking
E) state chapter activities

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

11) Which of the following is most likely to increase the career options for a medical assistant?

11) _____

A) service as a volunteer in a hospital setting
B) employment as a nursing aide
C) experience as a typist or filing clerk
D) graduation from an accredited program
E) enrollment with an employment agency

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Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Bloom's : Understand
ABHES : 1.a. Describe the current employment outlook for the medical assistant
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

12) In all accredited medical assisting programs, externships are _____.

12) _____

A) mandatory
B) optional
C) unnecessary
D) selective
E) voluntary

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
ABHES : 10.b. Demonstrate professional behavior
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

13) Which of the following tasks is not considered in the scope of practice for a multiskilled healthcare professional?

13) _____

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A) facilitating treatment for patients with physical disabilities
B) scheduling teleconferences for doctors in different locations
C) making judgments or interpretations concerning a patient's diagnosis
D) collecting, preparing, and transmitting laboratory specimens
E) performing medical billing and coding

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Learning Outcome : 01-05
Topic : Professional Development
Bloom's : Analyze
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

14) Which of the following organizations offers certification exams for Certified Medical Assistant, Coding Specialist, and Administrative Health Assistant?

14) _____

A) American Association of Medical Assistants
B) American Medical Technologists
C) Accrediting Bureau of Health Education Schools
D) National Association for Health Professionals
E) National Healthcareer Association

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Difficulty : 2 Medium
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

15) In order to control the rising cost of healthcare and reduce personnel costs, medical practices are hiring which of the following?

15) _____

A) medical Technicians
B) licensed Practical Nurses
C) registered Nurses
D) physician Assistants
E) multiskilled Health Professionals

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
ABHES : 1.a. Describe the current employment outlook for the medical assistant
Learning Outcome : 01-05
Topic : Professional Development
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

16) The duties of a medical assistant are broken into which of the following areas?

16) _____

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A) Volunteer and food service
B) Administrative, clinical, and laboratory
C) Housekeeping and nursing
D) Environmental, fire safety, and maintenance
E) Hospital and hospice

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

17) An example of an administrative duty for a medical assistant is _____.

17) _____

A) providing patient education
B) removing sutures
C) collecting a urine pregnancy test
D) creating and maintaining patient medical records
E) performing phlebotomy

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

18) An example of a clinical duty for a medical assistant is _____.

18) _____

A) preparing a patient for an examination
B) meeting safety and fire protection standards
C) maintaining patient medical records
D) greeting patients and answering telephones
E) interpreting basic laboratory tests

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Bloom's : Understand
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

19) Which of the following examples is a laboratory duty for a medical assistant?

19) _____

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A) removing sutures or changing dressings
B) examining a patient
C) teaching patients to collect specific specimens properly
D) supervising personnel
E) preparing a patient for an examination

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Bloom's : Understand
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

20) Testing the functioning of a patient's eyes and eye muscles is an example of which type of task?

20) _____

A) Clinical
B) Administrative
C) Unauthorized
D) Laboratory
E) Specialized

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 2 Medium
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

21) The expectations for medical assistants have increased because _____.

21) _____

A) they are not paid as much as other healthcare workers
B) of changes in healthcare and availability of more formal training
C) the numbers of other healthcare workers are not adequate to fill the need
D) of the change in the billing systems for insurance companies
E) not enough students are taking medical assisting courses

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

22) Confirmation by an organization that an individual is qualified to perform a job to professional standards is known as _____.

22) _____

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A) registration
B) certification
C) credentialing
D) cross-training
E) professional development

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

23) Which organization accredits private postsecondary institutions and programs that prepare students for entry into the medical assisting profession?

23) _____

A) Commission on Accreditation of Allied Health Education Programs
B) National Center for Competency Testing
C) National Association for Health Professionals
D) National Healthcareer Association
E) Accrediting Bureau of Health Education Schools

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Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Topic : Medical Assisting Organizations
Learning Outcome : 01-04
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

24) Which organization works with the Medical Assisting Educational Review Board to ensure that accredited schools provide a competency-based education?

24) _____

A) Commission on Accreditation of Allied Health Education Programs
B) National Center for Competency Testing
C) National Association for Health Professionals
D) National Healthcareer Association
E) Accrediting Bureau of Health Education Schools

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Learning Outcome : 01-04
Topic : Training Programs
Difficulty : 2 Medium
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

25) Which organization awards the CMA credential?

25) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

A) American Medical Technologists
B) National Healthcareer Association
C) American Association of Medical Assistants
D) National Association for Health Professionals
E) National Center for Competency Testing

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

26) Which organization awards the Registered Medical Assistant credential?

26) _____

A) American Medical Technologists
B) National Healthcareer Association
C) American Association of Medical Assistants
D) National Association for Health Professionals
E) National Center for Competency Testing

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Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 2 Medium
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

27) Although medical assistants are presently not required to be credentialed, which two regulations are making credentialing a logical step in the hiring process?

27) _____

A) OSHA and HIPAA
B) CLIA '88 and OSHA
C) CLIA '88 and HIPAA
D) HIPAA and AAMA
E) AAMA and OSHA

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 2 Medium
ABHES : 1.a. Describe the current employment outlook for the medical assistant
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

28) Kendra works as a medical assistant at Baker Medical Associates, a group of five physicians. She has been asked to help the physicians analyze the practice and suggest potential areas for improvement. This task would be classified as an _____.

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28) _____

A) entry-level administrative duty
B) entry-level clinical duty
C) entry-level general duty
D) advanced administrative duty
E) advanced clinical duty

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Bloom's : Analyze
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
CAHIIM : II.B.1. Apply confidentiality, privacy and security measures and policies and procedures for
Gradable : automatic

29) Marco is a medical assistant at Plymouth General Hospital. When he reports for work this morning, his supervisor asks him to draw blood for STAT (immediate) laboratory tests for Bertha Grover in room 3114. This task would be classified as an ____.

29) _____

A) entry-level laboratory duty
B) entry-level clinical duty
C) entry-level general duty
D) advanced laboratory duty
E) advanced clinical duty

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Bloom's : Understand
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

30) Which of the following is *not* a benefit of joining a professional association?

30) _____

A) networking with other health professionals
B) achieving career goals
C) scoring higher on exams
D) furthering the medical profession
E) gaining opportunities for continuing education

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Bloom's : Understand
ABHES : 1.a. Describe the current employment outlook for the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

31) Which of the following is *not* a frequently performed responsibility identified in of the AAMA's Occupational Analysis?

31) _____

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A) Abide by principles and laws related to confidentiality.
B) Identify potential employment opportunities for qualified medical assistants.
C) Adapt communications to an individual's understanding.
D) Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic status).
E) Employ professional techniques during verbal, nonverbal, and text-based interactions.

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Bloom's : Understand
ABHES : 1.a. Describe the current employment outlook for the medical assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

32) The independent agency that certifies the validity of competency and knowledge of the medical profession through examination and awards designations, such as the National Certified Medical Assistant, is the _____.

32) _____

A) National Healthcareer Association
B) National Association for Health Professionals
C) American Association of Medical Assistants
D) National Center for Competency Testing
E) American Medical Technologists

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Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Difficulty : 2 Medium
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

33) Shelby has been working as a administrative health assistant at Brownville Medical Clinic for six years. She loves her job and wants to make this her career. She wants to show her commitment to her career by becoming credentialed. Her supervisor has told her that if she becomes credentialed, she will be offered a 5% raise. Which of the following organizations offers a credential that would be useful to Shelby in her job?

33) _____

A) National Healthcareer Association
B) National Association for Health Professionals
C) American Association of Medical Assistants
D) National Center for Competency Testing
E) American Medical Technologists

Question Details
Est Time : 0-1 minute
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Difficulty : 2 Medium
Bloom's : Understand
ABHES : 1.a. Describe the current employment outlook for the medical assistant
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

34) How many contact hours must a certified medical assistant accumulate in a 5-year period in order to recertify?

34) _____

A) 15
B) 30
C) 45
D) 60
E) 75

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

35) A high school student can prepare to enter medical assistant programs by studying which of the following subject areas in school?

35) _____

A) Mathematics
B) English
C) History
D) Social Studies
E) Political Science

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Bloom's : Understand
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

36) The scope of practice of a medical assistant is determined by _____.

36) _____

A) AAMA
B) AMT
C) state law
D) federal law
E) CAAHEP

Question Details
Topic : Medical Assistant Credentials
Est Time : 0-1 minute
Difficulty : 1 Easy
Bloom's : Understand
Learning Outcome : 01-05
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

37) Jeannine is a medical assistant at the outpatient center of a local hospital. She is responsible for explaining treatment procedures to patients, within her scope of practice. This task would be classified as an _____.

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

37) _____

A) entry-level laboratory duty
B) entry-level clinical duty
C) entry-level general duty
D) advanced laboratory duty
E) advanced clinical duty

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Bloom's : Analyze
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

38) Yvonne has worked as a medical assistant at Smithson Medical Center for 15 years. Recently she was asked to become the facility's OSHA compliance officer. This task would be classified as an _____.

38) _____

A) entry-level laboratory duty
B) entry-level clinical duty
C) entry-level general duty
D) advanced laboratory duty
E) advanced clinical duty

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Est Time : 0-1 minute
Difficulty : 2 Medium
Bloom's : Analyze
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

39) Jerome has been a medical assistant at Harrison Hospital South for several years and is now looking for an opportunity to expand his career options. In his spare time, he coaches a Little League baseball team, and he loves sports of all types. His medical assisting knowledge has made him more aware of body mechanics and how the musculoskeletal system is involved in various sports. Which of the following specialties might Jerome want to pursue?

39) _____

A) Podiatric medical assistant
B) Ophthalmic medical assistant
C) Orthopedic medical assistant
D) Pharmacy medical assistant
E) Geriatric medical assistant

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Bloom's : Analyze
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

40) Which of the following factors does *not* affect your specific responsibilities as a medical assistant?

40) _____

A) location of the facility
B) size of the facility
C) medical specialties of the facility
D) the state in which you work
E) your stated work preferences

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Bloom's : Understand
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

41) The first national association for medical assistants was the _____.

41) _____

A) National Healthcareer Association
B) National Association for Health Professionals
C) American Association of Medical Assistants
D) National Center for Competency Testing
E) American Medical Technologists

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

42) How many frequently performed responsibilities are included in the Occupational Analysis?

42) _____

A) 6
B) 8
C) 10
D) 12
E) 14

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

43) Which professional organization is dedicated entirely to the medical assisting profession?

43) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

A) National Healthcareer Association
B) American Association of Medical Assistants
C) National Association for Health Professionals
D) National Center for Competency Testing
E) American Medical Technologists

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

44) Which of the following is *not* a professional organization and, in fact, avoids allegiance to any specific professional organization or association?

44) _____

A) National Center for Competency Testing
B) National Healthcareer Association
C) American Association of Medical Assistants
D) National Association for Health Professionals
E) American Medical Technologists

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

45) Darryl is a medical assistant who works in a small facility that could offer him many different kinds of responsibilities, if he had the proper training, so his goal is to become a multiskilled health professional. He wants to expand his knowledge to become a certified medical assistant and a coding specialist, and maybe an administrative health assistant. He realizes that if he becomes credentialed in all of these areas, the continuing education requirements will be quite large. Which of the following credentialing organizations would you recommend to Darryl?

45) _____

A) National Center for Competency Testing
B) National Healthcareer Association
C) American Association of Medical Assistants
D) National Association for Health Professionals
E) American Medical Technologists

Question Details
Est Time : 0-1 minute
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Difficulty : 2 Medium
Bloom's : Analyze
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
ABHES : 1.b. Compare and contrast the allied health professions and understand their relation to medi
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

46) To recertify as a CMA (AAMA), which of the following is required in addition to a minimum number of contact hours?

46) _____

A) valid driver's license
B) externship
C) organ donor card
D) recertification exam
E) current CPR card

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

47) Which of the following provides the basis for the AAMA's certification examination?

47) _____

A) AAMA Board of Directors
B) Occupational Analysis of the CMA (AAMA)
C) CAAHEP and ABHES
D) Candidate's Guide to the Certification Examination
E) *CMA Today* publication

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

48) Who is eligible to take the AAMA's certification examination?

48) _____

A) anyone who has a high school diploma or the equivalent
B) medical assistants who have been working in the field for a minimum of 5 years
C) students who have completed a CAAHEP- or ABHES-accredited medical assisting program
D) anyone who holds a current CPR card
E) medical assistants who have passed the AMT certification exam

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

49) Which of the following does *not* typically offer formal programs in medical assisting?

49) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

A) postsecondary vocational schools
B) vocational-technical high schools
C) four-year colleges and universities
D) local chambers of commerce
E) community and junior colleges

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

50) Which of the following is *not* a required topic in an accredited medical assisting program?

50) _____

A) Anatomy and physiology
B) Medical law and ethics
C) Physics
D) Psychology
E) Laboratory procedures

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Bloom's : Understand
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

51) The legal term _____ is defined as the care that ordinarily is provided by an average, prudent healthcare provider in a given situation.

51) _____

A) scope of practice
B) health professional
C) standard of care
D) optimum care
E) scope of authority

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 2 Medium
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 4.f.2. Describe what procedures can and cannot be delegated to the medical assistant and by w
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

52) The medical assistant who researches a dietician for a patient with diabetes is acting as a _____.

52) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

A) patient mentor
B) patient advocate
C) healthcare assistant
D) healthcare manager
E) patient advisor

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 2 Medium
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : V.C.12. Define patient navigator
CAAHEP : V.C.13. Describe the role of the medical assistant as a patient navigator
ABHES : 4.f.2. Describe what procedures can and cannot be delegated to the medical assistant and by w
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

53) What role is the medical assistant performing when helping patients through the confusing healthcare system and ensuring the patient's treatment needs are met?

53) _____

A) patient mentor
B) patient Navigator
C) healthcare assistant
D) healthcare manager
E) patient advisor

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Est Time : 0-1 minute
Difficulty : 1 Easy
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
CAAHEP : V.C.12. Define patient navigator
CAAHEP : VI.C.13.
ABHES : 4.f.2. Describe what procedures can and cannot be delegated to the medical assistant and by w
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

FILL IN THE BLANK. Write the word or phrase that best completes each statement or answers the question.

54) Advanced technology, implementation of cost-effective medicine, and the _____ population have resulted in an increased demand for healthcare services and an increase in job opportunities for medical assistants.

54) _____

Question Details
Bloom's : Remember
Difficulty : 2 Medium
ABHES : 1.a. Describe the current employment outlook for the medical assistant
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

55) A medical assistant who can adapt to _____ and is continually learning will be in high demand.

55) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
ABHES : 1.a. Describe the current employment outlook for the medical assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

56) Professional associations set high _____ for quality and performance in a profession.

56) _____

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

57) Medical assistant programs must include a(n) _____, which is practical work experience for a specified time frame, usually in an ambulatory care setting.

57) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

58) Medical assistant programs are officially authorized by the process of _____.

58) _____

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

59) To remain certified, RMAs who were certified after 2006 must accumulate _____ contact hours for continuing education units (CEUs) every three years.

59) _____

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Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Learning Outcome : 01-03
Bloom's : Remember
Difficulty : 1 Easy
Topic : Medical Assisting Organizations
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

60) Once you obtain your certification as a medical assistant, you will be required to obtain a specific number of units yearly to maintain your certification credential.

60) _____

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Learning Outcome : 01-05
Topic : Professional Development
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
Learning Outcome : 58-05
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
ABHES : 10.c. Explain what continuing education is and how it is acquired
Gradable : automatic

61) The skills and knowledge you attain for both personal growth and career advancement are known as _____.

61) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-05
Topic : Professional Development
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

62) The granting of a title or license by a board that gives permission to practice in a chosen profession is _____.

62) _____

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Difficulty : 1 Easy
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

63) A(n) _____ is a computer-generated document that summarizes your employment and educational history.

63) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Question Details
Bloom's : Remember
Difficulty : 1 Easy
ABHES : 1.a. Describe the current employment outlook for the medical assistant
Learning Outcome : 01-05
Topic : Professional Development
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

64) A medical assistant who becomes credentialed as a Registered Medical Assistant automatically becomes a member of _____.

64) _____

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-02
Topic : Medical Assisting Organizations
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

65) An accredited medical assisting program is _____ based.

65) _____

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Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

66) Certified medical assistants must be recertified every _____ years.

66) _____

Question Details
Learning Outcome : 01-03
Topic : Medical Assistant Credentials
Bloom's : Remember
Difficulty : 2 Medium
Est Time : 1-3 minutes
CAAHEP : X.C.5. Discuss licensure and certification as they apply to healthcare providers
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

67) The purpose of the externship in a medical assisting program is to allow the student to obtain _____.

67) _____

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Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 1.c. Describe and comprehend medical assistant credentialing requirements, the process to obt
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

68) Communicating with other health professionals, also called _____, can help you improve yourself professionally.

68) _____

Question Details
Difficulty : 1 Easy
Learning Outcome : 01-04
Bloom's : Understand
Topic : Professional Development
Est Time : 1-3 minutes
CAAHEP : X.C.2. Compare and contrast provider and medical assistant roles in terms of standard of car
ABHES : 10.b. Demonstrate professional behavior
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

69) Even before you begin your training as a healthcare professional, you can gain experience in a healthcare profession by joining a _____ program.

69) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

70) The American Red Cross offers volunteer opportunities for student medical assistants in its _____ relief programs around the world.

70) _____

Question Details
Bloom's : Remember
Difficulty : 1 Easy
Learning Outcome : 01-04
Topic : Training Programs
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

71) Professional development includes knowing and staying within the legal _____ for your specific credential.

71) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Bloom's : Remember
Difficulty : 2 Medium
Learning Outcome : 01-05
Topic : Professional Development
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

72) Many healthcare practices like the idea of a _____, who is a cross-trained member of the team and is able to do many different duties because it cuts personnel costs.

72) _____

Question Details
Bloom's : Remember
Learning Outcome : 01-04
Topic : Training Programs
Difficulty : 2 Medium
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
ABHES : 10.b. Demonstrate professional behavior
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

73) Information on the kinds of duties the medical assistant can perform varies from state to state. This information can be found online by entering the words "_____" in the online search area.

73) _____

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01

Question Details
Difficulty : 2 Medium
Bloom's : Understand
Learning Outcome : 01-01
Topic : Responsibilities of the Medical Assistant
ABHES : 1.d. List the general responsibilities and skills of the medical assistant
Est Time : 1-3 minutes
CAAHEP : X.C.1. Differentiate between scope of practice and standards of care for medical assistants
CAAHEP : X.P.1. Locate a state's legal scope of practice for medical assistants
ABHES : 4.f.1. Define the scope of practice for the medical assistant within the state where employed
Accessibility : Keyboard Navigation
Accessibility : Screen Reader Compatible
Gradable : automatic

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Medical Assisting Administrative and Clinical Procedures 7th Edition by Booth CH01
Answer Key

Test name: CH01

1) D
Only students who have completed medical assisting programs accredited by CAAHEP and ABHES are eligible to take the certification examination.

2) A
The AAMA works to raise standards of medical assisting to a more professional level.

3) C
In 1978, the U.S. Department of Health, Education, and Welfare declared medical assisting an allied health profession.

4) E
AAMA members have access to professional publications, such as *CMA Today*, and a variety of educational opportunities, including seminars and workshops about the latest administrative, clinical, and management topics.

5) D
Formal programs in medical assisting are offered at vocational-technical high schools, postsecondary vocational schools, community and junior colleges, and 4-year colleges and universities.

6) D
CMAs must recertify the CMA (AAMA) credential every 5 years.

7) A

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It is the educational institution's duty to ensure that medical assisting students learn all of the medical assisting competencies and that evidence is clearly documented for each student.

8) C

Accreditation is the process by which programs are officially authorized by one of two national entities: CAAHEP and ABHES.

9) A

The accrediting body sets standards for administrative and clinical competencies.

10) B

The AAMA performs legislative monitoring to protect your right to practice as a medical assistant.

11) D

Graduation from an accredited program increases a medical assistant's career options by showing that he/she has completed a program that meets nationally accepted standards, providing recognition by professional peers, and making him/her eligible for registration or certification.

12) A

Accredited medical assisting programs must include a practicum or externship.

13) C

Making judgments or interpretations concerning a patient's diagnosis is not within the scope of practice of a medical assistant.

14) D

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

The NAHP offers Medical Assistant, Phlebotomy Technician, EKG Technician, Coding Specialist, Administrative Health Assistant, Patient Care Technician, Dental Assistant, Pharmacy Technician, and Surgical Technician credentials.

15) E
Multiskilled health professionals can perform the functions of two or more people, so they are cost-efficient employees.

16) B
Medical assistants work in an administrative, clinical, or laboratory capacity.

17) D
Administrative duties include creating and maintaining patient medical records, obtaining equipment and supplies, and serving as the link between the physician and representatives of pharmaceutical and medical supply companies.

18) A
Clinical duties of a medical assistant include maintaining an efficient office, preparing and maintaining medical records, assisting the physician during examinations, keeping examination rooms in order, and preparing patients for an examination.

19) C
Laboratory duties of a medical assistant may include teaching patients to collect specific specimens properly, performing basic laboratory tests, and maintaining laboratory equipment.

20) E
An ophthalmic medical assistant performs specialized duties such as measuring and recording vision and testing the functioning of a patient's eyes and eye muscles.

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

21) B
The emergence of formal training programs for medical assistants and the continuous changes in healthcare today have raised the expectations for medical assistants.

22) B
Certification is confirmation by an organization that an individual is qualified to perform a job to professional standards.

23) E
The Accrediting Bureau of Health Education Schools, or ABHES, accredits private postsecondary institutions and programs that prepare individuals for entry into the medical assisting profession.

24) A
The Commission on Accreditation of Allied Health Education Programs, or CAAHEP, works directly with the MAERB of Medical Assistants Endowments to ensure that all accredited schools provide a competency-based education.

25) C
The Certified Medical Assistant, or CMA, credential is awarded by the Certifying Board of the AAMA.
26) A
The Registered Medical Assistant, or RMA, credential is awarded by the American Medical Technologists (AMT) organization.
27) B
Certain provisions of the Occupational Safety and Health Administration (OSHA) and the Clinical Laboratory Improvement Amendments of 1988 (CLIA '88) are making mandatory credentialing for medical assistants a logical step in the hiring process.
28) D

Medical Assisting Administrative and Clinical Procedures 7th edition Booth Test Bank

Participating in practice analysis is considered an advanced administrative duty.

29) B

Phlebotomy, including venipuncture and capillary puncture, is considered a basic entry-level clinical duty.

30) C

Joining a professional association can help you network with other health professionals, achieve your career goals, further the medical profession, and gain opportunities for continuing education.

31) B

The Occupational Analysis of the CMA (AAMA) identified the 12 most frequently performed responsibilities of medical assistants. They are listed here in the order of most performed to least performed:

1. Abide by principles and laws related to confidentiality.
2. Adapt communications to an individual's understanding.
3. Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic status).
4. Employ professional techniques during verbal, nonverbal, and text-based interactions.
5. Comply with risk management and safety procedures.
6. Interact with staff and patients to optimize workflow efficiency.
7. Maintain patient records.
8. Provide care within legal and ethical boundaries.
9. Practice standard precautions.
10. Document patient communication, observations, and clinical treatments.
11. Identify potential consequences of failing to operate within the scope of practice of a medical assistant.
12. Transmit information electronically.

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32) D
The NCCT is an independent agency that offers designations of National Certified Medical Assistant (NCMA) and National Certified Medical Office Assistant (NCMOA).

33) B
The NAHP offers many credentials, including the Nationally Registered Certified Medical Assistant (NRCMA), the Nationally Registered Certified Coding Specialist (NRCCS), and the Nationally Registered Certified Administrative Health Assistant (NRCAHA).

34) D
To be recertified as a CMA (AAMA), a medical assistant must accumulate 60 contact hours during the 5-year certification period.

35) A
High school students can prepare to enter medical assistant programs by studying mathematics, health, biology, keyboarding, office skills, bookkeeping, and information technology.

36) C
The definition of a medical assistant's scope of practice varies from state to state, so it is essential to find out the scope of practice of medical assistants in your state.

37) C
Explaining treatment procedures to patients is a general entry-level duty of the medical assistant.

38) D
Performing as an OSHA compliance officer is considered an advanced laboratory duty.

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39) C
Jerome's interest in sports and how the body performs in them might make orthopedics a good choice. He could further his knowledge of how the body performs in various sports and the various injuries that can result.

40) E
The location and size of the facility, as well as the medical specialties and the state where you are working, all affect your responsibilities as a medical assistant.

41) C
The AAMA was officially created in 1956 at an American Medical Association meeting, one year after being suggested at the 1955 state convention of the Kansas Medical Assistants Society.

42) D
The Occupational Analysis of the CMA (AAMA) identified the 12 most frequently performed responsibilities of medical assistants.

43) B
The AAMA was officially created in 1956 at an American Medical Association meeting, one year after being suggested at the 1955 state convention of the Kansas Medical Assistants Society.

44) A
The National Center for Competency Testing (NCCT) is an independent agency that offers certification examinations for healthcare professionals but avoids any allegiance to a specific organization or association.

45) D

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Having multiple credentials with one agency makes maintaining continuing education easier for practicing healthcare professionals. The NAHP offers many credentials, including the Nationally Registered Certified Medical Assistant (NRCMA), the Nationally Registered Certified Coding Specialist (NRCCS), and the Nationally Registered Certified Administrative Health Assistant (NRCAHA).

46) E
To be recertified as a CMA (AAMA), a medical assistant must have accumulated the minimum number of contact hours and must hold a current CPR card.

47) B
The AAMA's certification examination evaluates competencies based on the Occupational Analysis of the CMA (AAMA), with technical assistance from the National Board of Medical Examiners.

48) C
As of June 1998, only students who have completed a medical assisting program accredited by CAAHEP or ABHES are eligible to take the certification examination.

49) D
Formal programs in medical assisting are offered in vocational-technical high schools, postsecondary vocational schools, community and junior colleges, and four-year colleges and universities.

50) C
Medical assistants typically do not need a solid background in physics to perform their jobs well.

51) C

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Standard of care is the legal term that is defined as the care that ordinarily is provided by an average, prudent healthcare provider in a given situation.

52) B

When the medical assistant researches for a community service such as a dietician for a diabetic patient he or she is acting as a patient advocate.

53) B

When the medical assistant helping a patient through the confusing healthcare system and ensuring the patient's treatment needs are met, the medical assistant is performing in the role of patient navigator.

54) aging

As people become older, they begin having more health issues and require more healthcare services.

55) change

Because healthcare is changing rapidly, medical assistants who can adapt to change and who continually strive to increase their knowledge will be in high demand.

56) standards

Professional associations set high standards for quality and performance in a profession.

57) externship

Externships provide work experience and are considered an extension of the classroom learning experience.

58) accreditation

Accreditation is the process by which programs are officially authorized.

59) 30

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RMAs certified after 2006 must accumulate 30 CEUs every 3 years to remain certified.

60) continuing education

After completing a medical assisting program, you should continue your education, setting specific educational advancement goals on a yearly basis. For example, you may decide to obtain further education to learn more about the medical specialty in which you work. Once you obtain your certification as a medical assistant, you will be required to obtain a specific number of continuing education units (CEUs) yearly to maintain your certification credential. Continuing education is the systematic professional learning experiences designed to augment knowledge and skills of healthcare professional; education completed after the initial educational program; required for relicensure in some fields.

61) professional development

Professional development includes the skills and knowledge you attain for both personal growth and career advancement.

62) registration

Registration is the granting of a title or license by a board that gives permission to practice in a chosen profession.

63) résumé

The computer-generated document that summarizes your employment and educational history is a résumé.

64) AMT

When a medical assistant passes the examination to become a Registered Medical Assistant, she automatically becomes a member of American Medical Technologists (AMT).

65) competency

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An accredited medical assisting program is competency based; this means that standards are set by an accrediting body for skill and proficiency in administrative and clinical tasks.

66) 5
Every 5 years, a CMA must complete a minimum number of contact hours to be recertified.

67) work experience
Externships provide valuable work experience that helps medical assistants practice the knowledge and skills they have learned.

68) networking
Networking is an important part of improving yourself professionally.

69) volunteer
Many volunteer programs accept volunteers without medical experience. This provides a good opportunity to find out whether you might like a health-related career before you begin your training.

70) disaster
The American Red Cross offers volunteer opportunities for students in local, state, national, and international disaster relief programs.

71) scope of practice
One very important aspect of professional development is knowing and staying within the legal scope of practice for your specific credential.
72) multiskilled healthcare professional
There are many healthcare practices that like the idea of having a multiskilled healthcare professional, who is a cross trained member of the team who is able to do many different duties, which cuts personnel costs.
73) medical assistant scope of practice

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Information regarding the kinds of duties the medical assistant can perform can be found online by entering the words “medical assistant scope of practice” in the online search area.

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