Essentials of Health Information Management Principles and Practices 4th edition Bowie Test Bank

SKU: 9781337553674-TEST-BANK

Name:_____ Class:_____ Date:_____

Chapter 2 - Health Information Management Professionals

1. The American Health Information Management Association (AHIMA) and the Centers for Disease Control and Prevention (CDC) offer certification in coding.

a. True

b. False

ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 3/3/2014 4:34 PM

2. A cancer registrar is a health care professional who has primary responsibility for ensuring the timely, accurate, and complete collection and maintenance of cancer data.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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3. Inpatient coders usually obtain CCS certification, whereas physician office coders choose CCS-P and/or CPC certification.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:23 AM

4. Coding is the assignment of numbers to diagnosis, services, and procedures, based on patient record documentation.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False

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HAS VARIABLES: False
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5. The abbreviation ACMCS means the American College of Medical Coding Supervisors.
   a. True
   b. False
ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 3/3/2014 4:34 PM

6. AHIMA requires registered health information technicians (RHITs) to submit proof of continuing education hours every two years.
   a. True
   b. False
ANSWER: True
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:25 AM

7. The CPC and CPC-H credentials are offered through the American Health Information Management Association.
   a. True
   b. False
ANSWER: False
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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8. AHIMA's coding credentials include the CPC-P.
   a. True
   b. False
ANSWER: False
POINTS: 1

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DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
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9. The responsibility for gathering information concerning general liability incidents belongs to the utilization manager.
   a. True
   b. False
ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 2/19/2015 12:37 AM

10. A privacy officer oversees activities that relate to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering privacy of and access to patient health information.
   a. True
   b. False
ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 2/19/2015 12:37 AM

11. A coding and reimbursement specialist collects cancer data from a variety of sources and reports cancer statistics to government and health care agencies.
   a. True
   b. False
ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
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12. The American Association of Professional Coders offers the Certified Professional Coder Certification and the Certified Coding Associate Certification.
   a. True

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b. False

ANSWER: False
POINTS: 1
DIFFICULTY: D
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HAS VARIABLES: False
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13. A cancer registrar is also known as a tumor registrar.
a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
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14. A health insurance specialist reviews health-related claims to determine whether the costs for health care services are reasonable and to determine medical necessity.
a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:28 AM

15. A professional practice experience is also known as an externship or internship.
a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
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16. Medical assistants perform routine administrative and clinical tasks such as answering telephones and scheduling appointments.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
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DATE MODIFIED: 3/3/2014 4:34 PM

17. Many medical transcriptionists work at home using the internet.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:30 AM

18. A medical office manager usually earns a bachelor's degree from a technical college.

a. True

b. False

ANSWER: False
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 2/19/2015 12:43 AM

19. Privacy officers assure that an organization's policies and procedures covering privacy of and access to patient health information are in compliance with federal and state laws.

a. True

b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False

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20. A case manager is responsible for coordinating patient care to ensure timely discharge or transfer of patients.
    a. True
    b. False
ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 3/3/2014 4:34 PM

21. Student professional practice experiences are usually paid and benefit both the student and the facility.
    a. True
    b. False
ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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22. Breach of patient confidentiality can result in termination from a professional practice site.
    a. True
    b. False
ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False
HAS VARIABLES: False
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23. A listserv is an internet-based or email discussion that covers a variety of topics and issues.
    a. True
    b. False
ANSWER: True
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: True / False

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24. Sam is a health information management student who wishes to learn more about AHIMA. To best accomplish this, he can join AHIMA at a reduced student rate.

a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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25. A coding and reimbursement specialists must have working knowledge of CPT and ICD-10-CM/ICD10-PCS coding systems.

a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:36 AM

26. A utilization manager is also known as a risk manager.

a. True
b. False

ANSWER: False
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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27. The American Academy of Professional Coders (AAPC) offers the RHIT and registered health information administrator (RHIA) certification examinations.

a. True
b. False

ANSWER: False

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POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
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28. A claims examiner reviews health-related claims to determine whether the costs are reasonable and medically necessary.

a. True
b. False

ANSWER: True
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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29. Medical assistants routinely perform which task?

a. Completing insurance claims
b. Writing prescriptions
c. Examining and treating patients
d. Documenting inpatient records

ANSWER: a
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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30. Which statement regarding the credentialing of a medical assistant is true?

a. Both the RMA and CMA credentials are obtained through the Association of Medical Technologists.
b. CMA credentialing is obtained through the American Association of Medical Assistants (AAMA).
c. CMA-eligible students can graduate from a program accredited by the United States Department of Education.
d. RMA-eligible students must graduate from a CAAHEP or ABHES accredited academic program.

ANSWER: b
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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31. Transcriptionists working in specialized areas are more likely to encounter speech recognition technology in the areas of

a. anesthesiology and nuclear medicine.
b. pathology and surgery.
c. radiology and pathology.
d. surgery and nuclear medicine.

ANSWER: c
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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32. Which credentials does AHIMA sponsor?

a. CMSC, CPCS b. CPC, CPC-H
c. RHIT, RHIA d. RMA, CMT

ANSWER: c
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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33. A nursing home administrator places the following advertisement in a local newspaper: “Seeking a health care professional who has the ability to coordinate a program to ensure superior patient care, monitor and improve patient outcomes, monitor facility compliance with accreditation and regulatory standards, and coordinate preparation for surveys.” The job title for this professional would be

a. case manager. b. privacy officer.
c. quality manager. d. risk manager.

ANSWER: c
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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34. AHIMA requires RHITs and RHIAs to submit proof of continuing education every

a. year. b. two years.
c. three years. d. four years.

ANSWER: b
POINTS: 1

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DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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35. The professional association that sponsors the Coding Specialist for Payors certification is the
    a. American College of Health Care Administrators.
    b. American Health Information Management Association.
    c. American College of Medical Coding Specialists.
    d. Professional Association of Health Care Office Managers.

ANSWER: c
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:46 AM

36. A health care professional who oversees the development, implementation, maintenance of, and adherence to the organization's policies that cover the safeguarding of patient health information is called a
    a. case manager. b. privacy officer.
    c. quality manager. d. risk manager.

ANSWER: b
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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37. Suzy Staff's job responsibilities include coordinating patient care to ensure that patients receive timely discharge or transfer. Her job title is
    a. privacy officer. b. quality manager.
    c. risk manager. d. utilization manager.

ANSWER: d
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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38. A _____manager is responsible for coordinating inpatient care to ensure the appropriate utilization of resources, delivery of health care services, and timely discharge or transfer.

a. case b. risk
c. house d. health service

ANSWER: a
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
DATE MODIFIED: 4/18/2018 9:51 AM

39. The CPC, CPC-H, CPC-A, and CPC-H-A certifications are sponsored by

a. AAPC. b. AHIMA.
c. AMA. d. ACMCS.

ANSWER: a
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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40. The abbreviation PCS means

a. primary care supervisor. b. primary coding specialist.
c. professional care supervisor. d. professional coding specialist.

ANSWER: d
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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41. The CSP certification is offered by

a. AAPC. b. AHIMA.
c. ACMCS. d. AMA.

ANSWER: c
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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42. The collection of cancer data from a variety of sources and the reporting of cancer statistics to government and health care agencies, is performed by a(n) _____.
ANSWER: cancer registrar
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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43. The coding systems that a coding and reimbursement specialist will use on the job include CPT, HCPCS, and _____.
ANSWER: ICD-10-CM/ICD-10-PCS
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
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44. The three professional associations that offer coding credentials are AHIMA, _____, and ACMCS.
ANSWER: AAPC
POINTS: 1
DIFFICULTY: E
QUESTION TYPE: Completion
HAS VARIABLES: False
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45. Health information managers are considered experts in managing patient information, administering computer information systems, and assigning _____ to patient diagnoses and procedures.
ANSWER: codes
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
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46. A health insurance specialist reviews health-related claims to determine whether the costs are reasonable and medically necessary given the patient's diagnosis. This position is also called a _____.
ANSWER: claims examiner

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POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
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47. The abbreviation RMT means _____.
ANSWER: registered medical transcriptionist
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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48. All states and the District of Columbia require nursing home administrators to have a bachelor's degree, complete a state-approved training program, pursue continuing education, and _____.
ANSWER: pass a licensing examination
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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49. Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of _____, podiatrists, chiropractors, and optometrists running smoothly.
ANSWER: physicians
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
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50. During the professional practice experience, students receive _____ experience prior to graduation.
ANSWER: on-the-job
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Completion
HAS VARIABLES: False
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51. A student can be terminated from the professional practice site, receive a failing grade for the professional practice course, and even be suspended and/or receive expulsion from an academic program because of _____.

ANSWER: breach of patient confidentiality
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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52. Describe the areas in which a health information management consultant might specialize, and list tasks they might perform.

ANSWER: Health information management consultants can specialize in coding, long-term care, information security, and ambulatory care. They provide assistance (e.g., backlog coding projects), advice (e.g., coding validation studies to determine staff training needs), and information (e.g., credentialed person who consults for a long-term care facility) to clients.
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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53. The professional practice supervisor of Sally Student overheard Sally discussing confidential patient information with a friend. List the consequences that Sally will face as a result of this breach of confidentially.

ANSWER: Sally may be terminated from the professional practice site, receive a failing grade for the professional practice course, and face possible suspension and/or expulsion from her academic program.
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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54. Summarize student responsibilities during the professional practice experience.

ANSWER: During the professional practice experience, students are expected to report to work according to the schedule established by the professional practice supervisor. If a student cannot attend on a particular day or will arrive late, the student should call in. Students will be required to make up any lost time. Students are also expected to be well-groomed and to dress professionally. In addition, it is very important that students act interested in all aspects of the experience, develop good working relationships with coworkers, and react appropriately to criticism and direction. Students should discuss with their professional practice supervisor and/or instructor any issues that arise during the

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experience that cause concern.

POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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55. Compare the job functions of a privacy officer and a quality manager.

ANSWER: A privacy officer oversees all ongoing activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering privacy of and access to patient health information in compliance with federal and state laws and the health care organization's information privacy practices. A quality manager coordinates a health care facility's quality improvement program to ensure quality patient care, improve patient outcomes, confirm accreditation/regulatory compliance, and prepare for surveys.

POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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56. Snow Valley Hospital has a job opening for a utilization manager. Explain the responsibilities of a utilization manager and why a health information manager would be a good candidate for this position.

ANSWER: A utilization manager is responsible for coordinating patient care to ensure the appropriate utilization of resources, delivery of health care services, and timely discharge or transfer. Because health information managers have extensive knowledge of coding and reimbursement systems, and such knowledge is needed by some utilization managers, health information managers make good candidates for this position.

POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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57. Discuss the specific credential requirements for nursing home administrators.

ANSWER: All states and the District of Columbia require nursing home administrators to have a bachelor's degree, pass a licensing examination, complete a state-approved training program, and pursue continuing education. The American College of Health Care Administrators (ACHCA) offers the Certified Nursing Home Administrator (CNHA) credential, which is endorsed by the National Association of Boards of Examiners for Long Term Care Administrators (NAB) as an option for state licensure reciprocity.

POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer

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58. Distinguish between the job titles typically held by RHITs and RHIAs.
ANSWER: Job titles for RHITs include health data analyst, insurance claims analyst, records technician specialist, clinical coding specialist, physician practice manager, and patient information coordinator. RHIA job titles include department director, system manager, data quality manager, information security officer, educator, and consultant.
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
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59. List the types of businesses that employ health insurance specialists, and discuss the job functions of these specialists.
ANSWER: Health insurance specialists are employed by insurance companies, third-party administrators, and managed-care companies**.** A health insurance specialist (or claims examiner) reviews health-related claims to determine whether the costs are reasonable and medically necessary given patient's diagnosis, and will also verify claims against third-party payer guidelines to authorize payment.
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
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60. Define the role of the health services manager..
ANSWER: A health services manager is an individual who plans, directs, coordinates, and supervises the delivery of health care. The title includes specialists who direct clinical departments or services and generalists who manage an entire facility or system.
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 3/3/2014 4:34 PM
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61. List the organization that sponsors the Certified in Health Care Quality and Management credential.
ANSWER: American Board of Quality Assurance and Utilization Review Physicians, Inc.
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False

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62. AHIMA offers a credential for professionals to be credentialed as a CPHI. What does the abbreviation stand for?
ANSWER: Certified Professional in Health Informatics
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 4/18/2018 1:31 PM
DATE MODIFIED: 4/27/2018 3:03 PM

63. Explain what knowledge the CPHI exam tests for.
ANSWER: The CPHI exam tests knowledge of expertise to support and utilize health informatics
POINTS: 1
DIFFICULTY: M
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 4/18/2018 1:33 PM
DATE MODIFIED: 4/18/2018 1:33 PM

64. List the exam domains for the CPHI exam.
ANSWER: The exam domains include

- data analysis and utilization;
- data reporting;
- data management, privacy, and security;
- management of health information systems and processes;
- database management;
- health informatics training; and
- project management.

POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
DATE CREATED: 4/18/2018 1:34 PM
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65. State your career goals and discuss the credential that you feel will best apply to your goals.
ANSWER: Varies by student
POINTS: 1
DIFFICULTY: D
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False

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Chapter 2 - Health Information Management Professionals

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