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QUESTION 1

If a patient has a problem such as deep-vein thrombosis or pulmonary embolism they may need a drug to stop the blood thickening, this is called an _____.

- A. Antihistamine
- B. Antipsychotic
- C. Antitussive
- D. Anticoagulant

Correct Answer: D

When a patient's blood is clotting too quickly, which can cause DVT or pulmonary embolism, they may need an anticoagulant to slow this process.

Common anticoagulants include Coumadin (aka Warfarin) and Heparin.

QUESTION 2

Which of the following should a medical assistant do when a patient calls to cancel an appointment?

- A. Have the doctor call them to reschedule the appointment.
- B. Inform them that their appointment cannot be rescheduled.
- C. Tell the patient the office is too busy to reschedule the appointment.
- D. Process the cancellation and talk to the patient about rescheduling.

Correct Answer: D

QUESTION 3

For maximum efficiency, individual patient records should be organized by _____.

- A. Category
- B. Date
- C. Alphabetically
- D. Physician name

Correct Answer: A

Although certain aspects of a patient record maybe organized by time, for example consultation record sheets, it is very time-consuming for a physician to trawl through a file seeking the information they require. For this reason good

recordkeeping will involve organizing patient treatment by category (e.g. medication prescribed, surgeries undergone etc.) so that the physician can immediately access the information they require.

QUESTION 4

In which order does urine flow through the urinary system?

- A. Bladder, urethra, kidney, urethral meatus, ureter
- B. Bladder, kidney, ureter, urethra, urethral meatus
- C. Kidney, ureter, bladder, urethra, urethral meatus
- D. Urethra, bladder, ureter, kidney, urethral meatus

Correct Answer: C

QUESTION 5

When making up invoices for insurance companies, ICD numbers should be used.

What does ICD mean?

- A. International classification of diseases
- B. Insurance company demands
- C. Internal cash disbursement
- D. Integral charge document

Correct Answer: A

It should always be made clear when billing insurance companies exactly what condition has been treated. The ICD numbers cover all conditions; if unsure of exactly what condition has been treated, consult with the treating physician.

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