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Test Prep NCMA

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QUESTION NO: 1

A pregnant patient's medical chart states EHR 150 BPM.

What does this indicate?

- A. Electronic Health Record
- B. Embryonic Hereditary Range
- C. Embryonic heart rate
- D. Mother's heart rate

ANSWER: C

QUESTION NO: 2

Which of the following classifications of medications would be helpful in treating the patient that is complaining of heartburn?

- A. Beta blockers
- B. Antacids
- C. Analgesics
- D. Antibiotics

ANSWER: B

QUESTION NO: 3

Which of the following should a patient be able to eat if the physician prescribes a low-fat diet?

- A. Whole milk
- B. Chicken with skin attached
- C. Cake with icing
- D. Boneless, skinless chicken breast

ANSWER: D

QUESTION NO: 4

If a medical assistant is _____, it means that the medical assistant performs her duties in compliance with the standards of her job description.

- A. Dependable
- B. Negligent
- C. Competent
- D. Trustworthy

ANSWER: C**QUESTION NO: 5**

If an individual is going to be using a computer for long periods of time, they should _____.

- A. Adjust the chair height and monitor to a comfortable position
- B. Set as long as you can without moving so you do not break concentration
- C. About once an hour, stand and stretch
- D. Both «Adjust the chair height and monitor to a comfortable position» and «About once an hour, stand and stretch»

ANSWER: D**QUESTION NO: 6**

Which of the following would describe a medical record that is categorized by date and time?

- A. Alphabetical
- B. Numerical
- C. Chronological
- D. Terminal digital

ANSWER: C**QUESTION NO: 7**

Which of these is most important when dealing with medical records?

- A. Accessibility
- B. Confidentiality
- C. Legibility
- D. Availability

ANSWER: B

Explanation:

All of these elements are important, but when dealing with medical records confidentiality is paramount.

Always make sure that records are not being disclosed to an unauthorized entity, and check with the office handbook and other staff when in doubt.

QUESTION NO: 8

Which describes the body's ability to maintain its normal state?

- A. Anabolism
- B. Catabolism
- C. Metabolism
- D. Homeostasis

ANSWER: D

QUESTION NO: 9

What is measured by spirometry?

- A. Lung function
- B. Heart function
- C. Gastric function
- D. Liver function

ANSWER: A

Explanation:

A spirometer measures breath flow from the lungs.

It is useful in diagnosing asthma, bronchial conditions and many other diseases.

It's important to note that spirometry generally involves forceful expelling of air and so may be harmful to some patients, for example those who have recently undergone thoracic or abdominal surgery.

QUESTION NO: 10

The best passwords for computers are _____.

- A. Random
- B. Simple
- C. Memorable
- D. Short

ANSWER: A**Explanation:**

Computer passwords are there to protect patient data so they should be as difficult to bypass as possible.

Don't use names, birthdays, favorite teams etc.: use a random string of numbers, symbols and letters. Try to memorize it rather than writing it down. Change your password as often as your systems administrator recommends.