Student name:\_\_\_\_\_\_\_\_\_\_

1. To receive certification as a medical assistant, you must \_\_\_\_\_\_\_\_.

graduate from an accredited program with a bachelor's degree in medical assisting

become a member of the American Association of Medical Assistants (AAMA)

become a member of the American Medical Technologists (AMT)

complete an approved medical assistant program and pass the CMA (AAMA)

pass the AAMA or AMT examination and be employed as a medical assistant

1. The main purpose of the American Association of Medical Assistants is to \_\_\_\_\_\_\_\_.

raise standards to a high professional level

develop medical assisting at an increasing rate

establish certification requirements

provide on-the-job training

help medical assistants find employment

1. Which of the following declared medical assisting as an allied health profession?

American Medical Technologists

U.S. Department of Labor, Bureau of Labor Statistics

U.S. Department of Health, Education, and Welfare

American Association of Medical Assistants

National Healthcareer Association

1. Benefits offered by the American Association of Medical Assistants (AAMA) include \_\_\_\_\_\_\_\_.

guaranteed salary and job

opportunity to travel on the job

free hepatitis vaccinations

free admission to an accredited medical assisting program

professional publications and educational opportunities

1. Formal training programs in medical assisting \_\_\_\_\_\_\_\_.

are offered only at 2-year colleges

can be replaced by on-the-job training

must be approved by the AAMA or AMT

last 9 months to 2 years and award a certificate, diploma, or associate degree

are offered only online

1. A certified medical assistant (CMA) must recertify the CMA credential every \_\_\_\_\_\_\_\_.

6 months

year

2 years

5 years

10 years

1. Who is responsible for documenting competencies learned by medical assisting students?

The educational institution

The student

The certifying body, such as AAMA or AMT

OSHA

U.S. Department of Labor, Bureau of Labor Statistics

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

certification

registration

accreditation

externship

professional development

1. The purpose of accreditation of medical assisting programs is to \_\_\_\_\_\_\_\_.

ensure that medical assisting programs provide a competency-based education

set maximum standards of practice for medical assisting programs

determine what courses are taught in medical assisting programs

establish organizations for medical assistants

prevent medical assistants from being sued for malpractice

1. The AAMA works to protect the right of the medical assistant to practice through \_\_\_\_\_\_\_\_.

group insurance

legislative monitoring

continuing education offerings

professional networking

state chapter activities

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

service as a volunteer in a hospital setting

employment as a nursing aide

experience as a typist or filing clerk

graduation from an accredited program

enrollment with an employment agency

1. In all accredited medical assisting programs, externships are \_\_\_\_\_\_\_\_.

mandatory

optional

unnecessary

selective

voluntary

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

facilitating treatment for patients with physical disabilities

scheduling teleconferences for doctors in different locations

making judgments or interpretations concerning a patient's diagnosis

collecting, preparing, and transmitting laboratory specimens

performing medical billing and coding

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

American Association of Medical Assistants

American Medical Technologists

Accrediting Bureau of Health Education Schools

National Association for Health Professionals

National Healthcareer Association

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

medical Technicians

licensed Practical Nurses

registered Nurses

physician Assistants

multiskilled Health Professionals

1. The duties of a medical assistant are broken into which of the following areas?

Volunteer and food service

Administrative, clinical, and laboratory

Housekeeping and nursing

Environmental, fire safety, and maintenance

Hospital and hospice

1. An example of an administrative duty for a medical assistant is \_\_\_\_\_\_\_\_.

providing patient education

removing sutures

collecting a urine pregnancy test

creating and maintaining patient medical records

performing phlebotomy

1. An example of a clinical duty for a medical assistant is \_\_\_\_\_\_\_\_.

preparing a patient for an examination

meeting safety and fire protection standards

maintaining patient medical records

greeting patients and answering telephones

interpreting basic laboratory tests

1. Which of the following examples is a laboratory duty for a medical assistant?

removing sutures or changing dressings

examining a patient

teaching patients to collect specific specimens properly

supervising personnel

preparing a patient for an examination

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

Clinical

Administrative

Unauthorized

Laboratory

Specialized

1. The expectations for medical assistants have increased because \_\_\_\_\_\_\_\_.

they are not paid as much as other healthcare workers

of changes in healthcare and availability of more formal training

the numbers of other healthcare workers are not adequate to fill the need

of the change in the billing systems for insurance companies

not enough students are taking medical assisting courses

1. Confirmation by an organization that an individual is qualified to perform a job to professional standards is known as \_\_\_\_\_\_\_\_.

registration

certification

credentialing

cross-training

professional development

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

Commission on Accreditation of Allied Health Education Programs

National Center for Competency Testing

National Association for Health Professionals

National Healthcareer Association

Accrediting Bureau of Health Education Schools

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

Commission on Accreditation of Allied Health Education Programs

National Center for Competency Testing

National Association for Health Professionals

National Healthcareer Association

Accrediting Bureau of Health Education Schools

1. Which organization awards the CMA credential?

American Medical Technologists

National Healthcareer Association

American Association of Medical Assistants

National Association for Health Professionals

National Center for Competency Testing

1. Which organization awards the Registered Medical Assistant credential?

American Medical Technologists

National Healthcareer Association

American Association of Medical Assistants

National Association for Health Professionals

National Center for Competency Testing

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

OSHA and HIPAA

CLIA '88 and OSHA

CLIA '88 and HIPAA

HIPAA and AAMA

AAMA and OSHA

1. 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 \_\_\_\_\_\_\_\_.

entry-level administrative duty

entry-level clinical duty

entry-level general duty

advanced administrative duty

advanced clinical duty

1. 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 \_\_\_\_.

entry-level laboratory duty

entry-level clinical duty

entry-level general duty

advanced laboratory duty

advanced clinical duty

1. Which of the following is *not* a benefit of joining a professional association?

networking with other health professionals

achieving career goals

scoring higher on exams

furthering the medical profession

gaining opportunities for continuing education

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

Abide by principles and laws related to confidentiality.

Identify potential employment opportunities for qualified medical assistants.

Adapt communications to an individual’s understanding.

Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic status).

Employ professional techniques during verbal, nonverbal, and text-based interactions.

1. 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 \_\_\_\_\_\_\_\_.

National Healthcareer Association

National Association for Health Professionals

American Association of Medical Assistants

National Center for Competency Testing

American Medical Technologists

1. 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?

National Healthcareer Association

National Association for Health Professionals

American Association of Medical Assistants

National Center for Competency Testing

American Medical Technologists

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

15

30

45

60

75

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

Mathematics

English

History

Social Studies

Political Science

1. The scope of practice of a medical assistant is determined by \_\_\_\_\_\_\_\_.

AAMA

AMT

state law

federal law

CAAHEP

1. 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 \_\_\_\_\_\_\_\_.

entry-level laboratory duty

entry-level clinical duty

entry-level general duty

advanced laboratory duty

advanced clinical duty

1. 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 \_\_\_\_\_\_\_\_.

entry-level laboratory duty

entry-level clinical duty

entry-level general duty

advanced laboratory duty

advanced clinical duty

1. 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?

Podiatric medical assistant

Ophthalmic medical assistant

Orthopedic medical assistant

Pharmacy medical assistant

Geriatric medical assistant

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

location of the facility

size of the facility

medical specialties of the facility

the state in which you work

your stated work preferences

1. The first national association for medical assistants was the \_\_\_\_\_\_\_\_.

National Healthcareer Association

National Association for Health Professionals

American Association of Medical Assistants

National Center for Competency Testing

American Medical Technologists

1. How many frequently performed responsibilities are included in the Occupational Analysis?

6

8

10

12

14

1. Which professional organization is dedicated entirely to the medical assisting profession?

National Healthcareer Association

American Association of Medical Assistants

National Association for Health Professionals

National Center for Competency Testing

American Medical Technologists

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

National Center for Competency Testing

National Healthcareer Association

American Association of Medical Assistants

National Association for Health Professionals

American Medical Technologists

1. 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?

National Center for Competency Testing

National Healthcareer Association

American Association of Medical Assistants

National Association for Health Professionals

American Medical Technologists

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

valid driver's license

externship

organ donor card

recertification exam

current CPR card

1. Which of the following provides the basis for the AAMA's certification examination?

AAMA Board of Directors

Occupational Analysis of the CMA (AAMA)

CAAHEP and ABHES

Candidate's Guide to the Certification Examination

*CMA Today* publication

1. Who is eligible to take the AAMA's certification examination?

anyone who has a high school diploma or the equivalent

medical assistants who have been working in the field for a minimum of 5 years

students who have completed a CAAHEP- or ABHES-accredited medical assisting program

anyone who holds a current CPR card

medical assistants who have passed the AMT certification exam

1. Which of the following does *not* typically offer formal programs in medical assisting?

postsecondary vocational schools

vocational-technical high schools

four-year colleges and universities

local chambers of commerce

community and junior colleges

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

Anatomy and physiology

Medical law and ethics

Physics

Psychology

Laboratory procedures

1. 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.

1. A medical assistant who can adapt to \_\_\_\_\_\_\_\_ and is continually learning will be in high demand.

1. Professional associations set high \_\_\_\_\_\_\_\_ for quality and performance in a profession.

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

1. Medical assistant programs are officially authorized by the process of \_\_\_\_\_\_\_\_.

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

1. 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.

1. The skills and knowledge you attain for both personal growth and career advancement are known as \_\_\_\_\_\_\_\_.

1. The granting of a title or license by a board that gives permission to practice in a chosen profession is \_\_\_\_\_\_\_\_.

1. A(n) \_\_\_\_\_\_\_\_ is a computer-generated document that summarizes your employment and educational history.

1. A medical assistant who becomes credentialed as a Registered Medical Assistant automatically becomes a member of \_\_\_\_\_\_\_\_.

1. An accredited medical assisting program is \_\_\_\_\_\_\_\_ based.

1. Certified medical assistants must be recertified every \_\_\_\_\_\_\_\_ years.

1. The purpose of the externship in a medical assisting program is to allow the student to obtain \_\_\_\_\_\_\_\_.

1. Communicating with other health professionals, also called \_\_\_\_\_\_\_\_, can help you improve yourself professionally.

1. Even before you begin your training as a healthcare professional, you can gain experience in a healthcare profession by joining a \_\_\_\_\_\_\_\_ program.

1. The American Red Cross offers volunteer opportunities for student medical assistants in its \_\_\_\_\_\_\_\_ relief programs around the world.

1. Professional development includes knowing and staying within the legal \_\_\_\_\_\_\_\_ for your specific credential.

1. The legal term \_\_\_\_\_\_\_\_ is defined as the care that ordinarily is provided by an average, prudent healthcare provider in a given situation.

scope of practice

health professional

standard of care

optimum care

scope of authority

1. 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.

1. The medical assistant who researches a dietician for a patient with diabetes is acting as a \_\_\_\_\_\_\_\_.

patient mentor

patient advocate

healthcare assistant

healthcare manager

patient advisor

1. 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.

1. What role is the medical assistant performing when helping patients through the confusing healthcare system and ensuring the patient’s treatment needs are met?

patient mentor

patient Navigator

healthcare assistant

healthcare manager

patient advisor

**Answer Key**Test name: chapter 1

D

A

C

E

D

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standards

externship

accreditation

30

continuing education

professional development

registration

r&#233;sum&#233;

AMT

competency

5

work experience

networking

volunteer

disaster

scope of practice

C

multiskilled healthcare professional

B

medical assistant scope of practice

B