

PRACTICE EXAM 16: NCCT MEDICAL ASSISTANT CERTIFICATION PREP (125 QUESTIONS)

This original practice exam contains 125 multiple-choice questions. Select the single best answer for each item. It supports review of clinical care, laboratory practice, safety, communication, and professional responsibilities; it is not an official NCCT examination.

1. In a medical office, conducting a new-patient intake, which action is most appropriate?

- A. guess missing health-history details
- B. record opinions as patient statements
- C. verify reported information and document it objectively
- D. skip sensitive history questions

2. In a medical office, updating an annual history, which action is most appropriate?

- A. guess missing health-history details
- B. record opinions as patient statements
- C. verify reported information and document it objectively
- D. skip sensitive history questions

3. In a medical office, reviewing a preprocedure questionnaire, which action is most appropriate?

- A. verify reported information and document it objectively
- B. guess missing health-history details
- C. record opinions as patient statements
- D. skip sensitive history questions

4. In a medical office, recording a patient concern, which action is most appropriate?

- A. guess missing health-history details
- B. verify reported information and document it objectively
- C. record opinions as patient statements
- D. skip sensitive history questions

5. In a medical office, preparing a chart for examination, which action is most appropriate?

- A. guess missing health-history details
- B. record opinions as patient statements
- C. skip sensitive history questions
- D. verify reported information and document it objectively

6. In a medical office, a patient describes new symptoms, which action is most appropriate?

- A. record the patient's concern in the patient's own words when possible
- B. replace the patient concern with an unconfirmed medical diagnosis
- C. omit the reported time of symptom onset from the note
- D. document a clinical conclusion before completing the assessment

7. In a medical office, preparing an urgent visit note, which action is most appropriate?

- A. replace the patient concern with an unconfirmed medical diagnosis
- B. omit the reported time of symptom onset from the note
- C. document a clinical conclusion before completing the assessment
- D. record the patient's concern in the patient's own words when possible

8. In a medical office, taking an intake history, which action is most appropriate?

- A. replace the patient concern with an unconfirmed medical diagnosis
- B. omit the reported time of symptom onset from the note
- C. record the patient's concern in the patient's own words when possible
- D. document a clinical conclusion before completing the assessment

9. In a medical office, answering a walk-in concern, which action is most appropriate?

- A. replace the patient concern with an unconfirmed medical diagnosis
- B. record the patient's concern in the patient's own words when possible
- C. omit the reported time of symptom onset from the note
- D. document a clinical conclusion before completing the assessment

10. In a medical office, documenting a telephone message, which action is most appropriate?

- A. replace the patient concern with an unconfirmed medical diagnosis
- B. record the patient's concern in the patient's own words when possible
- C. omit the reported time of symptom onset from the note
- D. document a clinical conclusion before completing the assessment

11. In a medical office, obtaining baseline measurements, which action is most appropriate?

- A. use calibrated equipment and document measurements accurately
- B. estimate weight from appearance
- C. round measurements without policy
- D. weigh patients with personal items without note

12. In a medical office, checking a wellness visit, which action is most appropriate?

- A. estimate weight from appearance
- B. round measurements without policy
- C. use calibrated equipment and document measurements accurately

D. weigh patients with personal items without note

13. In a medical office, preparing a pediatric chart, which action is most appropriate?

- A. estimate weight from appearance
- B. round measurements without policy
- C. weigh patients with personal items without note
- D. use calibrated equipment and document measurements accurately

14. In a medical office, documenting an intake visit, which action is most appropriate?

- A. estimate weight from appearance
- B. round measurements without policy
- C. use calibrated equipment and document measurements accurately
- D. weigh patients with personal items without note

15. In a medical office, reviewing an unexpected weight change, which action is most appropriate?

- A. estimate weight from appearance
- B. round measurements without policy
- C. weigh patients with personal items without note
- D. use calibrated equipment and document measurements accurately

16. In a medical office, performing a routine screening, which action is most appropriate?

- A. allow the patient to memorize the chart
- B. follow the screening procedure and document the result
- C. record a result without testing
- D. use a different distance without notation

17. In a medical office, preparing a school-related visit, which action is most appropriate?

- A. follow the screening procedure and document the result
- B. allow the patient to memorize the chart
- C. record a result without testing
- D. use a different distance without notation

18. In a medical office, rechecking a reported vision concern, which action is most appropriate?

- A. allow the patient to memorize the chart
- B. record a result without testing
- C. follow the screening procedure and document the result
- D. use a different distance without notation

19. In a medical office, documenting a preventive visit, which action is most appropriate?

- A. allow the patient to memorize the chart
- B. record a result without testing
- C. use a different distance without notation
- D. follow the screening procedure and document the result

20. In a medical office, using an office vision chart, which action is most appropriate?

- A. allow the patient to memorize the chart
- B. follow the screening procedure and document the result
- C. record a result without testing
- D. use a different distance without notation

21. In a medical office, performing a screening test, which action is most appropriate?

- A. test in a noisy waiting room
- B. coach the patient toward every response
- C. report a result without identifying the patient
- D. use the approved method and minimize background noise

22. In a medical office, preparing a preventive visit, which action is most appropriate?

- A. use the approved method and minimize background noise
- B. test in a noisy waiting room
- C. coach the patient toward every response
- D. report a result without identifying the patient

23. In a medical office, rechecking a hearing concern, which action is most appropriate?

- A. test in a noisy waiting room
- B. coach the patient toward every response
- C. use the approved method and minimize background noise
- D. report a result without identifying the patient

24. In a medical office, setting up screening equipment, which action is most appropriate?

- A. use the approved method and minimize background noise
- B. test in a noisy waiting room
- C. coach the patient toward every response
- D. report a result without identifying the patient

25. In a medical office, documenting a screening result, which action is most appropriate?

- A. test in a noisy waiting room
- B. use the approved method and minimize background noise
- C. coach the patient toward every response

D. report a result without identifying the patient

26. In a medical office, assisting with an ear examination, which action is most appropriate?

- A. insert the speculum without viewing the canal
- B. use a clean speculum and handle the instrument gently
- C. reuse a visibly soiled speculum
- D. force the instrument against resistance

27. In a medical office, preparing equipment for a visit, which action is most appropriate?

- A. insert the speculum without viewing the canal
- B. reuse a visibly soiled speculum
- C. use a clean speculum and handle the instrument gently
- D. force the instrument against resistance

28. In a medical office, handling a pediatric ear concern, which action is most appropriate?

- A. insert the speculum without viewing the canal
- B. reuse a visibly soiled speculum
- C. force the instrument against resistance
- D. use a clean speculum and handle the instrument gently

29. In a medical office, cleaning reusable diagnostic equipment, which action is most appropriate?

- A. use a clean speculum and handle the instrument gently
- B. insert the speculum without viewing the canal
- C. reuse a visibly soiled speculum
- D. force the instrument against resistance

30. In a medical office, setting up an exam room, which action is most appropriate?

- A. use a clean speculum and handle the instrument gently
- B. insert the speculum without viewing the canal
- C. reuse a visibly soiled speculum
- D. force the instrument against resistance

31. In a medical office, assisting a clinician with an eye exam, which action is most appropriate?

- A. shine the light without warning the patient
- B. use another patient's settings without adjustment
- C. adjust the instrument and protect patient comfort
- D. touch the eye with the instrument

32. In a medical office, preparing diagnostic equipment, which action is most appropriate?

- A. shine the light without warning the patient
- B. adjust the instrument and protect patient comfort
- C. use another patient's settings without adjustment
- D. touch the eye with the instrument

33. In a medical office, checking equipment function, which action is most appropriate?

- A. shine the light without warning the patient
- B. use another patient's settings without adjustment
- C. touch the eye with the instrument
- D. adjust the instrument and protect patient comfort

34. In a medical office, helping position a patient, which action is most appropriate?

- A. shine the light without warning the patient
- B. use another patient's settings without adjustment
- C. adjust the instrument and protect patient comfort
- D. touch the eye with the instrument

35. In a medical office, following an eye-exam workflow, which action is most appropriate?

- A. shine the light without warning the patient
- B. use another patient's settings without adjustment
- C. touch the eye with the instrument
- D. adjust the instrument and protect patient comfort

36. In a medical office, recording a clinician's observation, which action is most appropriate?

- A. describe skin findings objectively without diagnosing
- B. label every rash with a diagnosis
- C. ignore changes in color or drainage
- D. document only that the skin looks bad

37. In a medical office, preparing a patient for examination, which action is most appropriate?

- A. label every rash with a diagnosis
- B. describe skin findings objectively without diagnosing
- C. ignore changes in color or drainage
- D. document only that the skin looks bad

38. In a medical office, documenting a wound-related concern, which action is most appropriate?

- A. label every rash with a diagnosis
- B. describe skin findings objectively without diagnosing
- C. ignore changes in color or drainage

D. document only that the skin looks bad

39. In a medical office, taking an intake history, which action is most appropriate?

- A. label every rash with a diagnosis
- B. ignore changes in color or drainage
- C. describe skin findings objectively without diagnosing
- D. document only that the skin looks bad

40. In a medical office, responding to a patient question, which action is most appropriate?

- A. label every rash with a diagnosis
- B. ignore changes in color or drainage
- C. document only that the skin looks bad
- D. describe skin findings objectively without diagnosing

41. In a medical office, assisting with a dressing change, which action is most appropriate?

- A. use clean or sterile technique as ordered and observe for changes
- B. reuse contaminated dressing supplies between separate patients
- C. apply a wound dressing without a clinician order
- D. discard the required wound-care documentation after treatment

42. In a medical office, setting up a treatment room, which action is most appropriate?

- A. reuse contaminated dressing supplies between separate patients
- B. apply a wound dressing without a clinician order
- C. discard the required wound-care documentation after treatment
- D. use clean or sterile technique as ordered and observe for changes

43. In a medical office, following a wound-care order, which action is most appropriate?

- A. reuse contaminated dressing supplies between separate patients
- B. apply a wound dressing without a clinician order
- C. use clean or sterile technique as ordered and observe for changes
- D. discard the required wound-care documentation after treatment

44. In a medical office, observing a wound after care, which action is most appropriate?

- A. use clean or sterile technique as ordered and observe for changes
- B. reuse contaminated dressing supplies between separate patients
- C. apply a wound dressing without a clinician order
- D. discard the required wound-care documentation after treatment

45. In a medical office, disposing of used dressings, which action is most appropriate?

- A. reuse contaminated dressing supplies between separate patients
- B. use clean or sterile technique as ordered and observe for changes
- C. apply a wound dressing without a clinician order
- D. discard the required wound-care documentation after treatment

46. In a medical office, preparing for a follow-up visit, which action is most appropriate?

- A. remove sutures without verifying the order
- B. confirm the order and use proper aseptic technique
- C. pull all sutures before inspecting the area
- D. reuse a contaminated removal instrument

47. In a medical office, assisting a clinician with a removal, which action is most appropriate?

- A. confirm the order and use proper aseptic technique
- B. remove sutures without verifying the order
- C. pull all sutures before inspecting the area
- D. reuse a contaminated removal instrument

48. In a medical office, setting up a procedure tray, which action is most appropriate?

- A. remove sutures without verifying the order
- B. pull all sutures before inspecting the area
- C. reuse a contaminated removal instrument
- D. confirm the order and use proper aseptic technique

49. In a medical office, documenting postprocedure care, which action is most appropriate?

- A. remove sutures without verifying the order
- B. pull all sutures before inspecting the area
- C. confirm the order and use proper aseptic technique
- D. reuse a contaminated removal instrument

50. In a medical office, reviewing a wound concern, which action is most appropriate?

- A. remove sutures without verifying the order
- B. pull all sutures before inspecting the area
- C. reuse a contaminated removal instrument
- D. confirm the order and use proper aseptic technique

51. In a medical office, performing a point-of-care test, which action is most appropriate?

- A. read the strip after an arbitrary delay
- B. follow the test instructions and document results promptly
- C. use an expired reagent strip

D. report results for the wrong patient

52. In a medical office, receiving a urine specimen, which action is most appropriate?

- A. read the strip after an arbitrary delay
- B. use an expired reagent strip
- C. follow the test instructions and document results promptly
- D. report results for the wrong patient

53. In a medical office, using a new test strip container, which action is most appropriate?

- A. follow the test instructions and document results promptly
- B. read the strip after an arbitrary delay
- C. use an expired reagent strip
- D. report results for the wrong patient

54. In a medical office, recording laboratory findings, which action is most appropriate?

- A. read the strip after an arbitrary delay
- B. use an expired reagent strip
- C. report results for the wrong patient
- D. follow the test instructions and document results promptly

55. In a medical office, reviewing routine quality controls, which action is most appropriate?

- A. follow the test instructions and document results promptly
- B. read the strip after an arbitrary delay
- C. use an expired reagent strip
- D. report results for the wrong patient

56. In a medical office, explaining a home collection, which action is most appropriate?

- A. mix the sample with toilet water
- B. leave the sample unlabeled
- C. give clear collection instructions and prevent contamination
- D. combine material from separate patients

57. In a medical office, receiving a specimen at the office, which action is most appropriate?

- A. mix the sample with toilet water
- B. give clear collection instructions and prevent contamination
- C. leave the sample unlabeled
- D. combine material from separate patients

58. In a medical office, preparing a lab order, which action is most appropriate?

- A. mix the sample with toilet water
- B. leave the sample unlabeled
- C. combine material from separate patients
- D. give clear collection instructions and prevent contamination

59. In a medical office, handling a specimen concern, which action is most appropriate?

- A. mix the sample with toilet water
- B. leave the sample unlabeled
- C. give clear collection instructions and prevent contamination
- D. combine material from separate patients

60. In a medical office, documenting specimen receipt, which action is most appropriate?

- A. mix the sample with toilet water
- B. give clear collection instructions and prevent contamination
- C. leave the sample unlabeled
- D. combine material from separate patients

61. In a medical office, preparing a specimen for testing, which action is most appropriate?

- A. use appropriate precautions when handling culture materials
- B. open containers near patients
- C. discard culture materials in regular trash
- D. identify a culture only by room number

62. In a medical office, handling a swab collection, which action is most appropriate?

- A. open containers near patients
- B. use appropriate precautions when handling culture materials
- C. discard culture materials in regular trash
- D. identify a culture only by room number

63. In a medical office, following laboratory disposal procedures, which action is most appropriate?

- A. open containers near patients
- B. discard culture materials in regular trash
- C. use appropriate precautions when handling culture materials
- D. identify a culture only by room number

64. In a medical office, organizing laboratory supplies, which action is most appropriate?

- A. use appropriate precautions when handling culture materials
- B. open containers near patients
- C. discard culture materials in regular trash

D. identify a culture only by room number

65. In a medical office, reviewing a safety practice, which action is most appropriate?

- A. open containers near patients
- B. discard culture materials in regular trash
- C. identify a culture only by room number
- D. use appropriate precautions when handling culture materials

66. In a medical office, assisting with diagnostic imaging, which action is most appropriate?

- A. follow office policy and use appropriate radiation protection
- B. remain in the exposure area unnecessarily
- C. hold a patient without authorization
- D. reuse damaged protective equipment

67. In a medical office, preparing an imaging room, which action is most appropriate?

- A. remain in the exposure area unnecessarily
- B. hold a patient without authorization
- C. reuse damaged protective equipment
- D. follow office policy and use appropriate radiation protection

68. In a medical office, reviewing protective equipment, which action is most appropriate?

- A. remain in the exposure area unnecessarily
- B. follow office policy and use appropriate radiation protection
- C. hold a patient without authorization
- D. reuse damaged protective equipment

69. In a medical office, following a clinician instruction, which action is most appropriate?

- A. remain in the exposure area unnecessarily
- B. hold a patient without authorization
- C. follow office policy and use appropriate radiation protection
- D. reuse damaged protective equipment

70. In a medical office, responding to a radiation-safety concern, which action is most appropriate?

- A. remain in the exposure area unnecessarily
- B. hold a patient without authorization
- C. follow office policy and use appropriate radiation protection
- D. reuse damaged protective equipment

71. In a medical office, opening the clinic for the day, which action is most appropriate?

- A. store emergency supplies in inaccessible areas
- B. know the location and readiness status of emergency supplies
- C. use expired supplies without checking
- D. remove equipment without replacing it

72. In a medical office, performing a safety check, which action is most appropriate?

- A. store emergency supplies in inaccessible areas
- B. use expired supplies without checking
- C. remove equipment without replacing it
- D. know the location and readiness status of emergency supplies

73. In a medical office, preparing for a procedure, which action is most appropriate?

- A. know the location and readiness status of emergency supplies
- B. store emergency supplies in inaccessible areas
- C. use expired supplies without checking
- D. remove equipment without replacing it

74. In a medical office, reviewing an emergency response plan, which action is most appropriate?

- A. know the location and readiness status of emergency supplies
- B. store emergency supplies in inaccessible areas
- C. use expired supplies without checking
- D. remove equipment without replacing it

75. In a medical office, noticing a missing supply, which action is most appropriate?

- A. store emergency supplies in inaccessible areas
- B. use expired supplies without checking
- C. remove equipment without replacing it
- D. know the location and readiness status of emergency supplies

76. In a medical office, a patient collapses in the office, which action is most appropriate?

- A. delay action while searching for a chart
- B. activate emergency response and begin trained actions promptly
- C. leave an unresponsive patient alone
- D. wait for routine office instructions

77. In a medical office, an emergency occurs in the waiting room, which action is most appropriate?

- A. delay action while searching for a chart
- B. leave an unresponsive patient alone
- C. activate emergency response and begin trained actions promptly

D. wait for routine office instructions

78. In a medical office, a patient becomes unresponsive, which action is most appropriate?

- A. delay action while searching for a chart
- B. leave an unresponsive patient alone
- C. activate emergency response and begin trained actions promptly
- D. wait for routine office instructions

79. In a medical office, a staff member calls for assistance, which action is most appropriate?

- A. delay action while searching for a chart
- B. leave an unresponsive patient alone
- C. wait for routine office instructions
- D. activate emergency response and begin trained actions promptly

80. In a medical office, a life-threatening event is suspected, which action is most appropriate?

- A. activate emergency response and begin trained actions promptly
- B. delay action while searching for a chart
- C. leave an unresponsive patient alone
- D. wait for routine office instructions

81. In a medical office, a patient reports feeling faint, which action is most appropriate?

- A. ask the patient to stand immediately
- B. protect the patient from injury and obtain assistance
- C. leave the patient unattended
- D. offer food before assessing responsiveness

82. In a medical office, a patient loses consciousness briefly, which action is most appropriate?

- A. ask the patient to stand immediately
- B. leave the patient unattended
- C. offer food before assessing responsiveness
- D. protect the patient from injury and obtain assistance

83. In a medical office, assisting after a blood draw, which action is most appropriate?

- A. ask the patient to stand immediately
- B. protect the patient from injury and obtain assistance
- C. leave the patient unattended
- D. offer food before assessing responsiveness

84. In a medical office, responding to sudden dizziness, which action is most appropriate?

- A. protect the patient from injury and obtain assistance
- B. ask the patient to stand immediately
- C. leave the patient unattended
- D. offer food before assessing responsiveness

85. In a medical office, monitoring a patient in the office, which action is most appropriate?

- A. ask the patient to stand immediately
- B. leave the patient unattended
- C. protect the patient from injury and obtain assistance
- D. offer food before assessing responsiveness

86. In a medical office, a clinician identifies a reportable condition, which action is most appropriate?

- A. report communicable-disease concerns through required channels
- B. post the patient's condition publicly
- C. ignore a reportable concern
- D. notify unrelated patients with names

87. In a medical office, reviewing an infection-control issue, which action is most appropriate?

- A. post the patient's condition publicly
- B. ignore a reportable concern
- C. report communicable-disease concerns through required channels
- D. notify unrelated patients with names

88. In a medical office, handling public-health documentation, which action is most appropriate?

- A. post the patient's condition publicly
- B. report communicable-disease concerns through required channels
- C. ignore a reportable concern
- D. notify unrelated patients with names

89. In a medical office, following an office reporting policy, which action is most appropriate?

- A. post the patient's condition publicly
- B. ignore a reportable concern
- C. notify unrelated patients with names
- D. report communicable-disease concerns through required channels

90. In a medical office, responding to a communicable-disease question, which action is most appropriate?

- A. post the patient's condition publicly
- B. ignore a reportable concern

- C. notify unrelated patients with names
- D. report communicable-disease concerns through required channels

91. In a medical office, a patient expresses a care preference, which action is most appropriate?

- A. assume every patient shares the same beliefs
- B. ask respectful questions and avoid assumptions
- C. dismiss a patient's stated preference
- D. use stereotypes to guide communication

92. In a medical office, arranging an interpreter, which action is most appropriate?

- A. assume every patient shares the same beliefs
- B. dismiss a patient's stated preference
- C. ask respectful questions and avoid assumptions
- D. use stereotypes to guide communication

93. In a medical office, discussing a sensitive topic, which action is most appropriate?

- A. ask respectful questions and avoid assumptions
- B. assume every patient shares the same beliefs
- C. dismiss a patient's stated preference
- D. use stereotypes to guide communication

94. In a medical office, providing patient education, which action is most appropriate?

- A. assume every patient shares the same beliefs
- B. ask respectful questions and avoid assumptions
- C. dismiss a patient's stated preference
- D. use stereotypes to guide communication

95. In a medical office, responding to an unfamiliar custom, which action is most appropriate?

- A. ask respectful questions and avoid assumptions
- B. assume every patient shares the same beliefs
- C. dismiss a patient's stated preference
- D. use stereotypes to guide communication

96. In a medical office, a patient has limited English proficiency, which action is most appropriate?

- A. ask a young child to interpret sensitive care
- B. rely on gestures for complex consent
- C. discuss private details with bystanders
- D. use a qualified interpreter when needed and protect confidentiality

97. In a medical office, preparing an education discussion, which action is most appropriate?

- A. ask a young child to interpret sensitive care
- B. rely on gestures for complex consent
- C. use a qualified interpreter when needed and protect confidentiality
- D. discuss private details with bystanders

98. In a medical office, arranging a consent conversation, which action is most appropriate?

- A. ask a young child to interpret sensitive care
- B. rely on gestures for complex consent
- C. discuss private details with bystanders
- D. use a qualified interpreter when needed and protect confidentiality

99. In a medical office, taking a detailed history, which action is most appropriate?

- A. use a qualified interpreter when needed and protect confidentiality
- B. ask a young child to interpret sensitive care
- C. rely on gestures for complex consent
- D. discuss private details with bystanders

100. In a medical office, explaining follow-up instructions, which action is most appropriate?

- A. ask a young child to interpret sensitive care
- B. rely on gestures for complex consent
- C. use a qualified interpreter when needed and protect confidentiality
- D. discuss private details with bystanders

101. In a medical office, a patient does not understand instructions, which action is most appropriate?

- A. promise an outcome beyond authority
- B. communicate a patient concern to the appropriate clinician
- C. ignore a concern to save time
- D. speak for a patient without listening

102. In a medical office, a patient expresses a safety concern, which action is most appropriate?

- A. promise an outcome beyond authority
- B. ignore a concern to save time
- C. communicate a patient concern to the appropriate clinician
- D. speak for a patient without listening

103. In a medical office, a patient requests clarification, which action is most appropriate?

- A. communicate a patient concern to the appropriate clinician
- B. promise an outcome beyond authority
- C. ignore a concern to save time

D. speak for a patient without listening

104. In a medical office, a barrier to care is identified, which action is most appropriate?

- A. promise an outcome beyond authority
- B. communicate a patient concern to the appropriate clinician
- C. ignore a concern to save time
- D. speak for a patient without listening

105. In a medical office, a patient reports discomfort, which action is most appropriate?

- A. promise an outcome beyond authority
- B. ignore a concern to save time
- C. speak for a patient without listening
- D. communicate a patient concern to the appropriate clinician

106. In a medical office, an instruction is incomplete, which action is most appropriate?

- A. perform the task without instruction
- B. delegate it to an untrained person
- C. alter the clinician's order independently
- D. seek clarification before performing an unclear delegated task

107. In a medical office, a task seems outside office policy, which action is most appropriate?

- A. seek clarification before performing an unclear delegated task
- B. perform the task without instruction
- C. delegate it to an untrained person
- D. alter the clinician's order independently

108. In a medical office, a clinician's request is unclear, which action is most appropriate?

- A. perform the task without instruction
- B. delegate it to an untrained person
- C. seek clarification before performing an unclear delegated task
- D. alter the clinician's order independently

109. In a medical office, a task involves unfamiliar equipment, which action is most appropriate?

- A. perform the task without instruction
- B. seek clarification before performing an unclear delegated task
- C. delegate it to an untrained person
- D. alter the clinician's order independently

110. In a medical office, a patient requests an unapproved action, which action is most appropriate?

- A. perform the task without instruction
- B. seek clarification before performing an unclear delegated task
- C. delegate it to an untrained person
- D. alter the clinician's order independently

111. In a medical office, beginning a clinical shift, which action is most appropriate?

- A. wear attire that interferes with safe care
- B. use excessive fragrance around patients
- C. maintain clean, appropriate attire and personal hygiene
- D. ignore office dress requirements

112. In a medical office, preparing to assist with patient care, which action is most appropriate?

- A. maintain clean, appropriate attire and personal hygiene
- B. wear attire that interferes with safe care
- C. use excessive fragrance around patients
- D. ignore office dress requirements

113. In a medical office, reviewing workplace expectations, which action is most appropriate?

- A. wear attire that interferes with safe care
- B. use excessive fragrance around patients
- C. ignore office dress requirements
- D. maintain clean, appropriate attire and personal hygiene

114. In a medical office, entering an exam area, which action is most appropriate?

- A. maintain clean, appropriate attire and personal hygiene
- B. wear attire that interferes with safe care
- C. use excessive fragrance around patients
- D. ignore office dress requirements

115. In a medical office, participating in a professional setting, which action is most appropriate?

- A. wear attire that interferes with safe care
- B. use excessive fragrance around patients
- C. ignore office dress requirements
- D. maintain clean, appropriate attire and personal hygiene

116. In a medical office, several tasks arrive at once, which action is most appropriate?

- A. complete nonurgent filing before an emergency
- B. prioritize urgent patient needs and communicate delays
- C. hide scheduling delays from patients

D. ignore a time-sensitive request

117. In a medical office, a patient has urgent symptoms, which action is most appropriate?

- A. complete nonurgent filing before an emergency
- B. hide scheduling delays from patients
- C. prioritize urgent patient needs and communicate delays
- D. ignore a time-sensitive request

118. In a medical office, the office schedule falls behind, which action is most appropriate?

- A. complete nonurgent filing before an emergency
- B. prioritize urgent patient needs and communicate delays
- C. hide scheduling delays from patients
- D. ignore a time-sensitive request

119. In a medical office, a clinician needs immediate assistance, which action is most appropriate?

- A. complete nonurgent filing before an emergency
- B. hide scheduling delays from patients
- C. prioritize urgent patient needs and communicate delays
- D. ignore a time-sensitive request

120. In a medical office, a time-sensitive specimen is ready, which action is most appropriate?

- A. prioritize urgent patient needs and communicate delays
- B. complete nonurgent filing before an emergency
- C. hide scheduling delays from patients
- D. ignore a time-sensitive request

121. In a medical office, a safety incident occurs, which action is most appropriate?

- A. assign blame in the record
- B. omit relevant actions taken
- C. change facts to protect a coworker
- D. record facts, actions, and notifications objectively

122. In a medical office, a patient falls in the office, which action is most appropriate?

- A. assign blame in the record
- B. omit relevant actions taken
- C. record facts, actions, and notifications objectively
- D. change facts to protect a coworker

123. In a medical office, an exposure report is needed, which action is most appropriate?

- A. record facts, actions, and notifications objectively
- B. assign blame in the record
- C. omit relevant actions taken
- D. change facts to protect a coworker

124. In a medical office, a near miss is identified, which action is most appropriate?

- A. assign blame in the record
- B. omit relevant actions taken
- C. change facts to protect a coworker
- D. record facts, actions, and notifications objectively

125. In a medical office, a workplace event requires review, which action is most appropriate?

- A. assign blame in the record
- B. record facts, actions, and notifications objectively
- C. omit relevant actions taken
- D. change facts to protect a coworker

Practice Exam 16: Answer Key and Explanations

1. **C** — The correct response is to verify reported information and document it objectively. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.
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- 8. C** — The correct response is to record the patient's concern in the patient's own words when possible. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.
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- 16. B** — The correct response is to follow the screening procedure and document the result. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

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26. B — The correct response is to use a clean speculum and handle the instrument gently. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

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101. B — The correct response is to communicate a patient concern to the appropriate clinician. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

102. C — The correct response is to communicate a patient concern to the appropriate clinician. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

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104. B — The correct response is to communicate a patient concern to the appropriate clinician. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

105. D — The correct response is to communicate a patient concern to the appropriate clinician. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

106. D — The correct response is to seek clarification before performing an unclear delegated task. This supports safe, patient-centered medical-assisting practice and accurate office workflow. The other choices omit an essential safeguard, create an avoidable risk, or do not fit the situation. Follow documented policy, applicable regulations, and delegated responsibilities while completing the task.

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