

PRACTICE EXAM 17: 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, administrative, safety, communication, and professional-practice topics; it is not an official NCCT examination.

1. In a medical office, during a routine office visit, which action best reflects proper patient preparation?

- A. begin without identifying the patient
- B. explain the procedure and confirm patient readiness
- C. skip privacy measures to save time
- D. promise an outcome that is not known

2. In a medical office, while assisting with a clinical task, which action best reflects proper patient preparation?

- A. begin without identifying the patient
- B. explain the procedure and confirm patient readiness
- C. skip privacy measures to save time
- D. promise an outcome that is not known

3. In a medical office, when preparing a patient record, which action best reflects proper patient preparation?

- A. begin without identifying the patient
- B. skip privacy measures to save time
- C. explain the procedure and confirm patient readiness
- D. promise an outcome that is not known

4. In a medical office, during a busy clinic session, which action best reflects proper patient preparation?

- A. explain the procedure and confirm patient readiness
- B. begin without identifying the patient
- C. skip privacy measures to save time
- D. promise an outcome that is not known

5. In a medical office, when a concern is identified, which action best reflects proper patient preparation?

- A. begin without identifying the patient
- B. skip privacy measures to save time
- C. promise an outcome that is not known
- D. explain the procedure and confirm patient readiness

6. In a medical office, during a routine office visit, which action best reflects proper specimen rejection?

- A. follow laboratory policy when a specimen is unacceptable
- B. alter the label after it leaves the patient
- C. send a compromised specimen without comment
- D. substitute another patient's specimen

7. In a medical office, while assisting with a clinical task, which action best reflects proper specimen rejection?

- A. alter the label after it leaves the patient
- B. send a compromised specimen without comment
- C. follow laboratory policy when a specimen is unacceptable
- D. substitute another patient's specimen

8. In a medical office, when preparing a patient record, which action best reflects proper specimen rejection?

- A. alter the label after it leaves the patient
- B. follow laboratory policy when a specimen is unacceptable
- C. send a compromised specimen without comment
- D. substitute another patient's specimen

9. In a medical office, during a busy clinic session, which action best reflects proper specimen rejection?

- A. alter the label after it leaves the patient
- B. send a compromised specimen without comment
- C. substitute another patient's specimen
- D. follow laboratory policy when a specimen is unacceptable

10. In a medical office, when a concern is identified, which action best reflects proper specimen rejection?

- A. alter the label after it leaves the patient
- B. send a compromised specimen without comment
- C. substitute another patient's specimen
- D. follow laboratory policy when a specimen is unacceptable

11. In a medical office, during a routine office visit, which action best reflects proper chain of custody?

- A. leave the specimen on an open counter
- B. use an unlabeled transport bag
- C. maintain documented control of the specimen from collection through transfer
- D. allow unauthorized staff to handle it

12. In a medical office, while assisting with a clinical task, which action best reflects proper chain of custody?

- A. maintain documented control of the specimen from collection through transfer
- B. leave the specimen on an open counter
- C. use an unlabeled transport bag
- D. allow unauthorized staff to handle it

13. In a medical office, when preparing a patient record, which action best reflects proper chain of custody?

- A. leave the specimen on an open counter
- B. maintain documented control of the specimen from collection through transfer
- C. use an unlabeled transport bag
- D. allow unauthorized staff to handle it

14. In a medical office, during a busy clinic session, which action best reflects proper chain of custody?

- A. leave the specimen on an open counter
- B. use an unlabeled transport bag
- C. allow unauthorized staff to handle it
- D. maintain documented control of the specimen from collection through transfer

15. In a medical office, when a concern is identified, which action best reflects proper chain of custody?

- A. maintain documented control of the specimen from collection through transfer
- B. leave the specimen on an open counter
- C. use an unlabeled transport bag
- D. allow unauthorized staff to handle it

16. In a medical office, during a routine office visit, which action best reflects proper critical values?

- A. wait until the next scheduled meeting
- B. notify the responsible clinician immediately using office procedure
- C. interpret the result for treatment
- D. discard the result after documenting it

17. In a medical office, while assisting with a clinical task, which action best reflects proper critical values?

- A. wait until the next scheduled meeting
- B. interpret the result for treatment
- C. notify the responsible clinician immediately using office procedure
- D. discard the result after documenting it

18. In a medical office, when preparing a patient record, which action best reflects proper critical values?

- A. wait until the next scheduled meeting
- B. interpret the result for treatment
- C. notify the responsible clinician immediately using office procedure
- D. discard the result after documenting it

19. In a medical office, during a busy clinic session, which action best reflects proper critical values?

- A. wait until the next scheduled meeting
- B. notify the responsible clinician immediately using office procedure
- C. interpret the result for treatment
- D. discard the result after documenting it

20. In a medical office, when a concern is identified, which action best reflects proper critical values?

- A. wait until the next scheduled meeting
- B. interpret the result for treatment
- C. discard the result after documenting it
- D. notify the responsible clinician immediately using office procedure

21. In a medical office, during a routine office visit, which action best reflects proper electronic communication?

- A. use approved secure channels for patient information
- B. send patient details through personal accounts
- C. include unnecessary sensitive details
- D. share a screen with unauthorized viewers

22. In a medical office, while assisting with a clinical task, which action best reflects proper electronic communication?

- A. send patient details through personal accounts
- B. use approved secure channels for patient information
- C. include unnecessary sensitive details
- D. share a screen with unauthorized viewers

23. In a medical office, when preparing a patient record, which action best reflects proper electronic communication?

- A. send patient details through personal accounts
- B. include unnecessary sensitive details
- C. use approved secure channels for patient information
- D. share a screen with unauthorized viewers

24. In a medical office, during a busy clinic session, which action best reflects proper electronic communication?

- A. use approved secure channels for patient information
- B. send patient details through personal accounts
- C. include unnecessary sensitive details
- D. share a screen with unauthorized viewers

25. In a medical office, when a concern is identified, which action best reflects proper electronic communication?

- A. send patient details through personal accounts
- B. include unnecessary sensitive details
- C. share a screen with unauthorized viewers
- D. use approved secure channels for patient information

26. In a medical office, during a routine office visit, which action best reflects proper prescription messages?

- A. approve the refill independently
- B. record the request accurately and route it for authorization
- C. change the medication dose for the patient
- D. promise that the prescription is ready

27. In a medical office, while assisting with a clinical task, which action best reflects proper prescription messages?

- A. record the request accurately and route it for authorization
- B. approve the refill independently
- C. change the medication dose for the patient
- D. promise that the prescription is ready

28. In a medical office, when preparing a patient record, which action best reflects proper prescription messages?

- A. approve the refill independently
- B. change the medication dose for the patient
- C. promise that the prescription is ready
- D. record the request accurately and route it for authorization

29. In a medical office, during a busy clinic session, which action best reflects proper prescription messages?

- A. approve the refill independently
- B. change the medication dose for the patient
- C. record the request accurately and route it for authorization
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- A. approve the refill independently
- B. record the request accurately and route it for authorization
- C. change the medication dose for the patient
- D. promise that the prescription is ready

31. In a medical office, during a routine office visit, which action best reflects proper immunization records?

- A. record only the vaccine name
- B. omit the administration details
- C. use another patient's record as a template
- D. document vaccine information completely and accurately

32. In a medical office, while assisting with a clinical task, which action best reflects proper immunization records?

- A. document vaccine information completely and accurately
- B. record only the vaccine name
- C. omit the administration details
- D. use another patient's record as a template

33. In a medical office, when preparing a patient record, which action best reflects proper immunization records?

- A. record only the vaccine name
- B. omit the administration details
- C. document vaccine information completely and accurately
- D. use another patient's record as a template

34. In a medical office, during a busy clinic session, which action best reflects proper immunization records?

- A. record only the vaccine name
- B. omit the administration details
- C. document vaccine information completely and accurately
- D. use another patient's record as a template

35. In a medical office, when a concern is identified, which action best reflects proper immunization records?

- A. record only the vaccine name
- B. omit the administration details
- C. use another patient's record as a template
- D. document vaccine information completely and accurately

36. In a medical office, during a routine office visit, which action best reflects proper vaccine screening?

- A. skip screening for familiar patients
- B. review required screening information before administration
- C. assume every vaccine is appropriate
- D. administer without an order or protocol

37. In a medical office, while assisting with a clinical task, which action best reflects proper vaccine screening?

- A. review required screening information before administration
- B. skip screening for familiar patients
- C. assume every vaccine is appropriate
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39. In a medical office, during a busy clinic session, which action best reflects proper vaccine screening?

- A. skip screening for familiar patients
- B. assume every vaccine is appropriate
- C. administer without an order or protocol
- D. review required screening information before administration

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- A. review required screening information before administration
- B. skip screening for familiar patients
- C. assume every vaccine is appropriate
- D. administer without an order or protocol

41. In a medical office, during a routine office visit, which action best reflects proper anaphylaxis readiness?

- A. ask the patient to drive home
- B. delay response while completing paperwork
- C. recognize symptoms and activate emergency response quickly
- D. leave the patient alone in the room

42. In a medical office, while assisting with a clinical task, which action best reflects proper anaphylaxis readiness?

- A. ask the patient to drive home
- B. recognize symptoms and activate emergency response quickly
- C. delay response while completing paperwork
- D. leave the patient alone in the room

43. In a medical office, when preparing a patient record, which action best reflects proper anaphylaxis readiness?

- A. ask the patient to drive home
- B. delay response while completing paperwork
- C. recognize symptoms and activate emergency response quickly
- D. leave the patient alone in the room

44. In a medical office, during a busy clinic session, which action best reflects proper anaphylaxis readiness?

- A. ask the patient to drive home
- B. delay response while completing paperwork
- C. leave the patient alone in the room
- D. recognize symptoms and activate emergency response quickly

45. In a medical office, when a concern is identified, which action best reflects proper anaphylaxis readiness?

- A. recognize symptoms and activate emergency response quickly
- B. ask the patient to drive home
- C. delay response while completing paperwork
- D. leave the patient alone in the room

46. In a medical office, during a routine office visit, which action best reflects proper oxygen equipment?

- A. adjust flow without direction
- B. follow training and office policy when assisting with oxygen
- C. use damaged equipment without reporting it
- D. store cylinders unsecured in the room

47. In a medical office, while assisting with a clinical task, which action best reflects proper oxygen equipment?

- A. adjust flow without direction
- B. use damaged equipment without reporting it
- C. follow training and office policy when assisting with oxygen
- D. store cylinders unsecured in the room

48. In a medical office, when preparing a patient record, which action best reflects proper oxygen equipment?

- A. adjust flow without direction
- B. use damaged equipment without reporting it
- C. store cylinders unsecured in the room
- D. follow training and office policy when assisting with oxygen

49. In a medical office, during a busy clinic session, which action best reflects proper oxygen equipment?

- A. adjust flow without direction
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- A. follow training and office policy when assisting with oxygen
- B. adjust flow without direction
- C. use damaged equipment without reporting it
- D. store cylinders unsecured in the room

51. In a medical office, during a routine office visit, which action best reflects proper assistive devices?

- A. move a cane beyond the patient's reach
- B. keep mobility devices accessible and use safe transfer practices
- C. ask an unsteady patient to transfer alone
- D. block a walker with supply boxes

52. In a medical office, while assisting with a clinical task, which action best reflects proper assistive devices?

- A. keep mobility devices accessible and use safe transfer practices
- B. move a cane beyond the patient's reach
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- B. ask an unsteady patient to transfer alone
- C. block a walker with supply boxes
- D. keep mobility devices accessible and use safe transfer practices

56. In a medical office, during a routine office visit, which action best reflects proper patient confidentiality?

- A. speak about patient information only in appropriate private settings

- B. discuss cases in elevators
- C. leave charts visible at reception
- D. answer questions from unverified callers

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58. In a medical office, when preparing a patient record, which action best reflects proper patient confidentiality?

- A. discuss cases in elevators
- B. leave charts visible at reception
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61. In a medical office, during a routine office visit, which action best reflects proper records retention?

- A. discard records because storage is inconvenient
- B. change historical entries without attribution
- C. follow the organization's record-management policy
- D. retain every record on a personal device

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66. In a medical office, during a routine office visit, which action best reflects proper appointment triage?

- A. recognize urgent symptoms and notify the clinical team promptly
- B. schedule urgent symptoms weeks away
- C. offer a medical diagnosis over the phone
- D. ignore a worsening symptom report

67. In a medical office, while assisting with a clinical task, which action best reflects proper appointment triage?

- A. schedule urgent symptoms weeks away
- B. offer a medical diagnosis over the phone
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- D. recognize urgent symptoms and notify the clinical team promptly

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- B. offer a medical diagnosis over the phone
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- C. ignore a worsening symptom report
- D. recognize urgent symptoms and notify the clinical team promptly

71. In a medical office, during a routine office visit, which action best reflects proper preauthorization?

- A. guarantee insurance payment
- B. schedule without checking payer requirements
- C. verify required approval before scheduling a covered service
- D. modify codes to avoid authorization

72. In a medical office, while assisting with a clinical task, which action best reflects proper preauthorization?

- A. verify required approval before scheduling a covered service

- B. guarantee insurance payment
- C. schedule without checking payer requirements
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- B. verify required approval before scheduling a covered service
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- A. guarantee insurance payment
- B. schedule without checking payer requirements
- C. modify codes to avoid authorization
- D. verify required approval before scheduling a covered service

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- A. verify required approval before scheduling a covered service
- B. guarantee insurance payment
- C. schedule without checking payer requirements
- D. modify codes to avoid authorization

76. In a medical office, during a routine office visit, which action best reflects proper copayment handling?

- A. announce balances in the waiting area
- B. follow office policy and protect financial privacy

- C. waive charges without authority
- D. record payment in another patient's account

77. In a medical office, while assisting with a clinical task, which action best reflects proper copayment handling?

- A. announce balances in the waiting area
- B. waive charges without authority
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- A. follow office policy and protect financial privacy

- B. announce balances in the waiting area
- C. waive charges without authority
- D. record payment in another patient's account

81. In a medical office, during a routine office visit, which action best reflects proper workplace harassment?

- A. retaliate against the reporting person
- B. ignore repeated inappropriate behavior
- C. post details on social media
- D. report concerns through the appropriate organizational process

82. In a medical office, while assisting with a clinical task, which action best reflects proper workplace harassment?

- A. retaliate against the reporting person
- B. report concerns through the appropriate organizational process
- C. ignore repeated inappropriate behavior
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83. In a medical office, when preparing a patient record, which action best reflects proper workplace harassment?

- A. retaliate against the reporting person
- B. ignore repeated inappropriate behavior
- C. post details on social media
- D. report concerns through the appropriate organizational process

84. In a medical office, during a busy clinic session, which action best reflects proper workplace harassment?

- A. report concerns through the appropriate organizational process
- B. retaliate against the reporting person
- C. ignore repeated inappropriate behavior
- D. post details on social media

85. In a medical office, when a concern is identified, which action best reflects proper workplace harassment?

- A. retaliate against the reporting person
- B. ignore repeated inappropriate behavior
- C. report concerns through the appropriate organizational process
- D. post details on social media

86. In a medical office, during a routine office visit, which action best reflects proper error prevention?

- A. pause and verify information when something does not match
- B. continue despite an identification mismatch
- C. assume the computer is always correct
- D. hide the concern from the team

87. In a medical office, while assisting with a clinical task, which action best reflects proper error prevention?

- A. continue despite an identification mismatch
- B. pause and verify information when something does not match
- C. assume the computer is always correct
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88. In a medical office, when preparing a patient record, which action best reflects proper error prevention?

- A. continue despite an identification mismatch
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- A. pause and verify information when something does not match
- B. continue despite an identification mismatch
- C. assume the computer is always correct
- D. hide the concern from the team

91. In a medical office, during a routine office visit, which action best reflects proper handoff communication?

- A. omit time-sensitive details
- B. share relevant, accurate information with the receiving team member
- C. include unrelated personal opinions
- D. assume the other person has read the chart

92. In a medical office, while assisting with a clinical task, which action best reflects proper handoff communication?

- A. omit time-sensitive details

- B. include unrelated personal opinions
- C. share relevant, accurate information with the receiving team member
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93. In a medical office, when preparing a patient record, which action best reflects proper handoff communication?

- A. omit time-sensitive details
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- A. omit time-sensitive details
- B. share relevant, accurate information with the receiving team member
- C. include unrelated personal opinions
- D. assume the other person has read the chart

96. In a medical office, during a routine office visit, which action best reflects proper patient refusal?

- A. force the patient to accept nonemergency care

- B. delete the discussion from the record
- C. tell the patient refusal is not allowed
- D. document the refusal and notify the appropriate clinician

97. In a medical office, while assisting with a clinical task, which action best reflects proper patient refusal?

- A. force the patient to accept nonemergency care
- B. delete the discussion from the record
- C. document the refusal and notify the appropriate clinician
- D. tell the patient refusal is not allowed

98. In a medical office, when preparing a patient record, which action best reflects proper patient refusal?

- A. force the patient to accept nonemergency care
- B. delete the discussion from the record
- C. tell the patient refusal is not allowed
- D. document the refusal and notify the appropriate clinician

99. In a medical office, during a busy clinic session, which action best reflects proper patient refusal?

- A. document the refusal and notify the appropriate clinician
- B. force the patient to accept nonemergency care
- C. delete the discussion from the record
- D. tell the patient refusal is not allowed

100. In a medical office, when a concern is identified, which action best reflects proper patient refusal?

- A. force the patient to accept nonemergency care
- B. delete the discussion from the record

- C. document the refusal and notify the appropriate clinician
- D. tell the patient refusal is not allowed

101. In a medical office, during a routine office visit, which action best reflects proper abuse concern?

- A. investigate alone without guidance
- B. follow mandatory reporting requirements and office procedure
- C. confront the suspected person immediately
- D. ignore concerning findings

102. In a medical office, while assisting with a clinical task, which action best reflects proper abuse concern?

- A. investigate alone without guidance
- B. follow mandatory reporting requirements and office procedure
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103. In a medical office, when preparing a patient record, which action best reflects proper abuse concern?

- A. follow mandatory reporting requirements and office procedure
- B. investigate alone without guidance
- C. confront the suspected person immediately
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104. In a medical office, during a busy clinic session, which action best reflects proper abuse concern?

- A. investigate alone without guidance
- B. confront the suspected person immediately
- C. ignore concerning findings

D. follow mandatory reporting requirements and office procedure

105. In a medical office, when a concern is identified, which action best reflects proper abuse concern?

- A. investigate alone without guidance
- B. confront the suspected person immediately
- C. follow mandatory reporting requirements and office procedure
- D. ignore concerning findings

106. In a medical office, during a routine office visit, which action best reflects proper professional development?

- A. perform unfamiliar tasks without instruction
- B. rely on outdated habits only
- C. refuse to learn a new safety process
- D. seek training when a task or policy is unfamiliar

107. In a medical office, while assisting with a clinical task, which action best reflects proper professional development?

- A. perform unfamiliar tasks without instruction
- B. rely on outdated habits only
- C. seek training when a task or policy is unfamiliar
- D. refuse to learn a new safety process

108. In a medical office, when preparing a patient record, which action best reflects proper professional development?

- A. seek training when a task or policy is unfamiliar
- B. perform unfamiliar tasks without instruction
- C. rely on outdated habits only

D. refuse to learn a new safety process

109. In a medical office, during a busy clinic session, which action best reflects proper professional development?

- A. perform unfamiliar tasks without instruction
- B. seek training when a task or policy is unfamiliar
- C. rely on outdated habits only
- D. refuse to learn a new safety process

110. In a medical office, when a concern is identified, which action best reflects proper professional development?

- A. perform unfamiliar tasks without instruction
- B. rely on outdated habits only
- C. seek training when a task or policy is unfamiliar
- D. refuse to learn a new safety process

111. In a medical office, during a routine office visit, which action best reflects proper equipment maintenance?

- A. continue using an unreliable device
- B. remove malfunctioning equipment from service and report it
- C. hide the malfunction from coworkers
- D. attempt unauthorized repairs

112. In a medical office, while assisting with a clinical task, which action best reflects proper equipment maintenance?

- A. remove malfunctioning equipment from service and report it
- B. continue using an unreliable device

- C. hide the malfunction from coworkers
- D. attempt unauthorized repairs

113. In a medical office, when preparing a patient record, which action best reflects proper equipment maintenance?

- A. continue using an unreliable device
- B. hide the malfunction from coworkers
- C. attempt unauthorized repairs
- D. remove malfunctioning equipment from service and report it

114. In a medical office, during a busy clinic session, which action best reflects proper equipment maintenance?

- A. remove malfunctioning equipment from service and report it
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- A. continue using an unreliable device
- B. hide the malfunction from coworkers
- C. remove malfunctioning equipment from service and report it
- D. attempt unauthorized repairs

116. In a medical office, during a routine office visit, which action best reflects proper office supplies?

- A. wait until supplies are exhausted
- B. monitor needed supplies and communicate shortages early

- C. take clinical supplies for personal use
- D. store clean and contaminated supplies together

117. In a medical office, while assisting with a clinical task, which action best reflects proper office supplies?

- A. wait until supplies are exhausted
- B. take clinical supplies for personal use
- C. store clean and contaminated supplies together
- D. monitor needed supplies and communicate shortages early

118. In a medical office, when preparing a patient record, which action best reflects proper office supplies?

- A. monitor needed supplies and communicate shortages early
- B. wait until supplies are exhausted
- C. take clinical supplies for personal use
- D. store clean and contaminated supplies together

119. In a medical office, during a busy clinic session, which action best reflects proper office supplies?

- A. wait until supplies are exhausted
- B. take clinical supplies for personal use
- C. store clean and contaminated supplies together
- D. monitor needed supplies and communicate shortages early

120. In a medical office, when a concern is identified, which action best reflects proper office supplies?

- A. wait until supplies are exhausted
- B. monitor needed supplies and communicate shortages early
- C. take clinical supplies for personal use

D. store clean and contaminated supplies together

121. In a medical office, during a routine office visit, which action best reflects proper ethical billing?

- A. change charges to increase payment
- B. bill for services not provided
- C. submit accurate information supported by documentation
- D. use another patient's insurance information

122. In a medical office, while assisting with a clinical task, which action best reflects proper ethical billing?

- A. submit accurate information supported by documentation
- B. change charges to increase payment
- C. bill for services not provided
- D. use another patient's insurance information

123. In a medical office, when preparing a patient record, which action best reflects proper ethical billing?

- A. change charges to increase payment
- B. bill for services not provided
- C. submit accurate information supported by documentation
- D. use another patient's insurance information

124. In a medical office, during a busy clinic session, which action best reflects proper ethical billing?

- A. change charges to increase payment
- B. bill for services not provided
- C. use another patient's insurance information
- D. submit accurate information supported by documentation

125. In a medical office, when a concern is identified, which action best reflects proper ethical billing?

- A. change charges to increase payment
- B. submit accurate information supported by documentation
- C. bill for services not provided
- D. use another patient's insurance information

Practice Exam 17: Answer Key and Explanations

1. B — The correct response is to explain the procedure and confirm patient readiness. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

2. B — The correct response is to explain the procedure and confirm patient readiness. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

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5. D — The correct response is to explain the procedure and confirm patient readiness. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

6. A — The correct response is to follow laboratory policy when a specimen is unacceptable. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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11. C — The correct response is to maintain documented control of the specimen from collection through transfer. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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16. B — The correct response is to notify the responsible clinician immediately using office procedure. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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21. A — The correct response is to use approved secure channels for patient information. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

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26. B — The correct response is to record the request accurately and route it for authorization. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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31. D — The correct response is to document vaccine information completely and accurately. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

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36. B — The correct response is to review required screening information before administration. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

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51. B — The correct response is to keep mobility devices accessible and use safe transfer practices. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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76. B — The correct response is to follow office policy and protect financial privacy. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task. It helps prevent avoidable errors.

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91. B — The correct response is to share relevant, accurate information with the receiving team member. This action supports safe, accurate, and patient-centered medical-assisting practice. The other choices omit a needed safeguard, create an avoidable risk, or exceed an appropriate role. Follow documented procedures, office policy, and applicable regulations while completing the task.

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