

NCMA PRACTICE EXAM 13: NATIONAL CERTIFIED MEDICAL ASSISTANT (150 QUESTIONS)

This 150-question practice examination is designed for NCMA preparation. Select the single best answer for each question. Review the answer key and rationales after completing the exam. This is an original study aid and is not an official NCCT examination.

1. A urine specimen is collected for culture. Which action helps prevent contamination?

- A. Use a clean-catch midstream technique after cleansing as instructed.
- B. Collect the first urine that enters the toilet.
- C. Transfer urine from a bedpan into the cup.
- D. Leave the container open before collection.

2. Which item belongs in a puncture-resistant sharps container?

- A. A blood-soaked gauze pad.
- B. A used needle attached to its syringe.
- C. An empty medication vial box.
- D. A disposable examination gown.

3. Which position is commonly used for a pelvic examination?

- A. Prone position.
- B. Lithotomy position.
- C. Trendelenburg position.
- D. Sims position only.

4. Which documentation entry is most appropriate after taking a blood pressure?

- A. 142/88 mm Hg, right arm, seated, reported to provider.
- B. Blood pressure was kind of high today.
- C. Patient has hypertension.
- D. Blood pressure normal for this patient.

5. What is the most effective way to prevent transmission of many healthcare-associated infections?

- A. Wear two pairs of gloves continuously.
- B. Use antibiotics before every patient visit.
- C. Disinfect only at the end of the day.
- D. Perform hand hygiene at the recommended moments.

6. Which ECG artifact is most likely caused by patient movement or muscle tension?

- A. A flat baseline from a disconnected lead.
- B. A regular rhythm produced by the sinoatrial node.
- C. Somatic tremor artifact.
- D. A calibration mark on the tracing.

7. When should a medical assistant label a blood specimen tube?

- A. Before meeting the patient at the front desk.
- B. At the end of the shift with all other specimens.
- C. Immediately after collection, in the patient's presence.
- D. After the laboratory reports a result.

8. Which task is within a medical assistant's administrative role?

- A. Scheduling a follow-up appointment according to office procedure.
- B. Interpreting a chest radiograph.
- C. Diagnosing a urinary tract infection.
- D. Changing a prescription dose independently.

9. A patient reports chest pressure and shortness of breath at check-in. What should the medical assistant do first?

- A. Ask the patient to complete registration forms.
- B. Offer water and schedule a later appointment.
- C. Take a routine message for the provider.
- D. Alert the provider or emergency response team immediately.

10. Which laboratory value is commonly measured using a fingerstick capillary sample?

- A. Serum potassium for a comprehensive panel.
- B. Blood glucose.
- C. Blood culture for sepsis evaluation.
- D. Coagulation studies from a sterile venipuncture.

11. Which statement about the chain of custody is correct?

- A. It is used only for routine urine dipsticks.
- B. It documents each transfer and handling of a specimen that may be used as legal evidence.
- C. It allows any staff member to change specimen labels.
- D. It replaces the need for patient identification.

12. Which communication technique best supports a patient with limited health literacy?

- A. Use plain language and ask the patient to explain the plan in their own words.
- B. Provide only complex medical terminology.

- C. Speak louder instead of using simpler words.
- D. Ask the patient to sign without questions.

13. A medication order reads: administer 0.5 g. How many milligrams is this?

- A. 50 mg.
- B. 5,000 mg.
- C. 0.05 mg.
- D. 500 mg.

14. Which action is required before administering a medication delegated by the provider?

- A. Prepare the drug from memory without checking the label.
- B. Use another patient's medication if it is the same drug.
- C. Verify the medication order and the patient's identity according to policy.
- D. Document administration before giving the medication.

15. Which vaccination record detail is important to document?

- A. The patient's favorite pharmacy.
- B. The brand of examination table paper.
- C. Manufacturer and lot number.
- D. The assistant's lunch break time.

16. A patient becomes pale and dizzy during venipuncture. What is the best immediate response?

- A. Remove the tourniquet and needle, then assist the patient to a safe position.
- B. Continue until all tubes are filled.
- C. Ask the patient to stand and walk around.
- D. Leave the patient alone to rest.

17. Which statement describes the purpose of a Safety Data Sheet (SDS)?

- A. It lists each patient's diagnosis.
- B. It provides hazard, handling, storage, and emergency information about a chemical product.
- C. It replaces product labels on chemicals.
- D. It is used only to schedule equipment maintenance.

18. Which method is appropriate for confirming that a patient understands discharge instructions?

- A. Obtaining a signature only.
- B. Repeating the instructions more quickly.
- C. Giving instructions only to a companion.
- D. Teach-back.

19. Which action helps preserve confidentiality when discussing patient information?

- A. Discuss the case in a public elevator.
- B. Leave the chart open at the reception desk.
- C. Text results to an unverified phone number.
- D. Speak in a private area and share only with authorized individuals.

20. Which finding is an example of subjective data?

- A. Temperature is 38.2 C.
- B. The patient states, 'My throat hurts when I swallow.'
- C. Pulse is 108 beats per minute.
- D. A rash is visible on the forearm.

21. Which action is correct when using a sterile field?

- A. Keep the sterile field above waist level and within view.
- B. Reach across the sterile field when necessary.
- C. Consider a wet sterile package uncontaminated.
- D. Turn away from the field briefly without concern.

22. Which action is appropriate after an occupational needlestick injury?

- A. Squeeze the site aggressively for several minutes.
- B. Hide the injury to avoid paperwork.
- C. Wash the area promptly and report the exposure immediately.
- D. Wait until symptoms develop before reporting.

23. Before beginning a venipuncture, which action best verifies the correct patient?

- A. Ask the patient which arm is preferred.
- B. Ask the patient to state full name and date of birth and compare both to the order.
- C. Compare the room number with the label.
- D. Verify the patient only after collecting the specimen.

24. A medical assistant is preparing to remove a contaminated dressing. Which personal protective equipment is essential?

- A. Sterile surgical gown only.
- B. N95 respirator for every dressing change.
- C. Clean disposable gloves.
- D. Lead apron and thyroid shield.

25. Which pulse site is commonly used for routine adult pulse assessment?

- A. Carotid artery behind the knee.
- B. Brachial artery at the ankle.

- C. Temporal artery in the popliteal space.
- D. Radial artery at the thumb side of the wrist.

26. Which finding should be reported promptly because it may indicate hypoglycemia?

- A. Warm, dry skin after eating.
- B. Increased thirst over several months.
- C. Shakiness, sweating, and sudden confusion.
- D. Slowly healing surgical incision.

27. What is the correct sequence for removing personal protective equipment after routine patient care?

- A. Remove gloves last and leave the gown on.
- B. Keep all equipment on until leaving the building.
- C. Remove the most contaminated items first, then perform hand hygiene.
- D. Remove the mask first while wearing contaminated gloves.

28. Which action is appropriate when a patient refuses a scheduled injection?

- A. Administer it after explaining it is required.
- B. Document the refusal and notify the licensed provider according to policy.
- C. Discard the medication without documentation.
- D. Ask a family member to consent for a competent adult.

29. Which statement best describes standard precautions?

- A. They are used with all patients because blood and body fluids may carry infection.
- B. They apply only to patients with a known infection.
- C. They replace hand hygiene when gloves are worn.
- D. They are limited to surgical settings.

30. A urine specimen is collected for culture. Which action helps prevent contamination?

- A. Collect the first urine that enters the toilet.
- B. Transfer urine from a bedpan into the cup.
- C. Leave the container open before collection.
- D. Use a clean-catch midstream technique after cleansing as instructed.

31. During a routine outpatient visit, which item belongs in a puncture-resistant sharps container?

- A. A blood-soaked gauze pad.
- B. An empty medication vial box.
- C. A disposable examination gown.
- D. A used needle attached to its syringe.

32. During a routine outpatient visit, which position is commonly used for a pelvic examination?

- A. Lithotomy position.
- B. Prone position.
- C. Trendelenburg position.
- D. Sims position only.

33. During a routine outpatient visit, which documentation entry is most appropriate after taking a blood pressure?

- A. Blood pressure was kind of high today.
- B. Patient has hypertension.
- C. 142/88 mm Hg, right arm, seated, reported to provider.
- D. Blood pressure normal for this patient.

34. During a routine outpatient visit, what is the most effective way to prevent transmission of many healthcare-associated infections?

- A. Wear two pairs of gloves continuously.
- B. Perform hand hygiene at the recommended moments.
- C. Use antibiotics before every patient visit.
- D. Disinfect only at the end of the day.

35. During a routine outpatient visit, which ECG artifact is most likely caused by patient movement or muscle tension?

- A. Somatic tremor artifact.
- B. A flat baseline from a disconnected lead.
- C. A regular rhythm produced by the sinoatrial node.
- D. A calibration mark on the tracing.

36. During a routine outpatient visit, when should a medical assistant label a blood specimen tube?

- A. Before meeting the patient at the front desk.
- B. At the end of the shift with all other specimens.
- C. Immediately after collection, in the patient's presence.
- D. After the laboratory reports a result.

37. During a routine outpatient visit, which task is within a medical assistant's administrative role?

- A. Interpreting a chest radiograph.
- B. Diagnosing a urinary tract infection.
- C. Changing a prescription dose independently.
- D. Scheduling a follow-up appointment according to office procedure.

38. During a routine outpatient visit, a patient reports chest pressure and shortness of breath at check-in. What should the medical assistant do first?

- A. Ask the patient to complete registration forms.
- B. Alert the provider or emergency response team immediately.
- C. Offer water and schedule a later appointment.
- D. Take a routine message for the provider.

39. During a routine outpatient visit, which laboratory value is commonly measured using a fingerstick capillary sample?

- A. Serum potassium for a comprehensive panel.
- B. Blood culture for sepsis evaluation.
- C. Coagulation studies from a sterile venipuncture.
- D. Blood glucose.

40. During a routine outpatient visit, which statement about the chain of custody is correct?

- A. It is used only for routine urine dipsticks.
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- C. It documents each transfer and handling of a specimen that may be used as legal evidence.
- D. It replaces the need for patient identification.

41. During a routine outpatient visit, which communication technique best supports a patient with limited health literacy?

- A. Provide only complex medical terminology.
- B. Use plain language and ask the patient to explain the plan in their own words.
- C. Speak louder instead of using simpler words.
- D. Ask the patient to sign without questions.

42. During a routine outpatient visit, a medication order reads: administer 0.5 g. How many milligrams is this?

- A. 500 mg.
- B. 50 mg.
- C. 5,000 mg.
- D. 0.05 mg.

43. During a routine outpatient visit, which action is required before administering a medication delegated by the provider?

- A. Verify the medication order and the patient's identity according to policy.
- B. Prepare the drug from memory without checking the label.
- C. Use another patient's medication if it is the same drug.
- D. Document administration before giving the medication.

44. During a routine outpatient visit, which vaccination record detail is important to document?

- A. The patient's favorite pharmacy.
- B. Manufacturer and lot number.
- C. The brand of examination table paper.
- D. The assistant's lunch break time.

45. During a routine outpatient visit, a patient becomes pale and dizzy during venipuncture. What is the best immediate response?

- A. Continue until all tubes are filled.
- B. Ask the patient to stand and walk around.
- C. Remove the tourniquet and needle, then assist the patient to a safe position.
- D. Leave the patient alone to rest.

46. During a routine outpatient visit, which statement describes the purpose of a Safety Data Sheet (SDS)?

- A. It lists each patient's diagnosis.
- B. It replaces product labels on chemicals.
- C. It is used only to schedule equipment maintenance.
- D. It provides hazard, handling, storage, and emergency information about a chemical product.

47. During a routine outpatient visit, which method is appropriate for confirming that a patient understands discharge instructions?

- A. Obtaining a signature only.
- B. Repeating the instructions more quickly.
- C. Teach-back.
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48. During a routine outpatient visit, which action helps preserve confidentiality when discussing patient information?

- A. Speak in a private area and share only with authorized individuals.
- B. Discuss the case in a public elevator.
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49. During a routine outpatient visit, which finding is an example of subjective data?

- A. Temperature is 38.2 C.
- B. The patient states, 'My throat hurts when I swallow.'
- C. Pulse is 108 beats per minute.
- D. A rash is visible on the forearm.

50. During a routine outpatient visit, which action is correct when using a sterile field?

- A. Reach across the sterile field when necessary.

- B. Consider a wet sterile package uncontaminated.
- C. Turn away from the field briefly without concern.
- D. Keep the sterile field above waist level and within view.

51. During a routine outpatient visit, which action is appropriate after an occupational needlestick injury?

- A. Squeeze the site aggressively for several minutes.
- B. Hide the injury to avoid paperwork.
- C. Wait until symptoms develop before reporting.
- D. Wash the area promptly and report the exposure immediately.

52. During a routine outpatient visit, before beginning a venipuncture, which action best verifies the correct patient?

- A. Ask the patient to state full name and date of birth and compare both to the order.
- B. Ask the patient which arm is preferred.
- C. Compare the room number with the label.
- D. Verify the patient only after collecting the specimen.

53. During a routine outpatient visit, a medical assistant is preparing to remove a contaminated dressing. Which personal protective equipment is essential?

- A. Sterile surgical gown only.
- B. N95 respirator for every dressing change.
- C. Clean disposable gloves.
- D. Lead apron and thyroid shield.

54. During a routine outpatient visit, which pulse site is commonly used for routine adult pulse assessment?

- A. Carotid artery behind the knee.
- B. Radial artery at the thumb side of the wrist.
- C. Brachial artery at the ankle.
- D. Temporal artery in the popliteal space.

55. During a routine outpatient visit, which finding should be reported promptly because it may indicate hypoglycemia?

- A. Warm, dry skin after eating.
- B. Increased thirst over several months.
- C. Shakiness, sweating, and sudden confusion.
- D. Slowly healing surgical incision.

56. During a routine outpatient visit, what is the correct sequence for removing personal protective equipment after routine patient care?

- A. Remove gloves last and leave the gown on.
- B. Keep all equipment on until leaving the building.
- C. Remove the mask first while wearing contaminated gloves.
- D. Remove the most contaminated items first, then perform hand hygiene.

57. During a routine outpatient visit, which action is appropriate when a patient refuses a scheduled injection?

- A. Administer it after explaining it is required.
- B. Discard the medication without documentation.
- C. Document the refusal and notify the licensed provider according to policy.
- D. Ask a family member to consent for a competent adult.

58. During a routine outpatient visit, which statement best describes standard precautions?

- A. They apply only to patients with a known infection.
- B. They are used with all patients because blood and body fluids may carry infection.
- C. They replace hand hygiene when gloves are worn.
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59. During a routine outpatient visit, a urine specimen is collected for culture. Which action helps prevent contamination?

- A. Collect the first urine that enters the toilet.
- B. Transfer urine from a bedpan into the cup.
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D. Ask the patient to sign without questions.

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75. In the medical office, which statement describes the purpose of a Safety Data Sheet (SDS)?

- A. It lists each patient's diagnosis.
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- A. Temperature is 38.2 C.
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108. While assisting with patient care, which action is correct when using a sterile field?

- A. Reach across the sterile field when necessary.
- B. Consider a wet sterile package uncontaminated.
- C. Keep the sterile field above waist level and within view.
- D. Turn away from the field briefly without concern.

109. While assisting with patient care, which action is appropriate after an occupational needlestick injury?

- A. Squeeze the site aggressively for several minutes.
- B. Wash the area promptly and report the exposure immediately.
- C. Hide the injury to avoid paperwork.
- D. Wait until symptoms develop before reporting.

110. While assisting with patient care, before beginning a venipuncture, which action best verifies the correct patient?

- A. Ask the patient which arm is preferred.
- B. Compare the room number with the label.
- C. Verify the patient only after collecting the specimen.
- D. Ask the patient to state full name and date of birth and compare both to the order.

111. While assisting with patient care, a medical assistant is preparing to remove a contaminated dressing. Which personal protective equipment is essential?

- A. Clean disposable gloves.
- B. Sterile surgical gown only.

- C. N95 respirator for every dressing change.
- D. Lead apron and thyroid shield.

112. While assisting with patient care, which pulse site is commonly used for routine adult pulse assessment?

- A. Carotid artery behind the knee.
- B. Radial artery at the thumb side of the wrist.
- C. Brachial artery at the ankle.
- D. Temporal artery in the popliteal space.

113. While assisting with patient care, which finding should be reported promptly because it may indicate hypoglycemia?

- A. Increased thirst over several months.
- B. Shakiness, sweating, and sudden confusion.
- C. Warm, dry skin after eating.
- D. Slowly healing surgical incision.

114. While assisting with patient care, what is the correct sequence for removing personal protective equipment after routine patient care?

- A. Remove gloves last and leave the gown on.
- B. Keep all equipment on until leaving the building.
- C. Remove the mask first while wearing contaminated gloves.
- D. Remove the most contaminated items first, then perform hand hygiene.

115. While assisting with patient care, which action is appropriate when a patient refuses a scheduled injection?

- A. Administer it after explaining it is required.

- B. Discard the medication without documentation.
- C. Ask a family member to consent for a competent adult.
- D. Document the refusal and notify the licensed provider according to policy.

116. While assisting with patient care, which statement best describes standard precautions?

- A. They apply only to patients with a known infection.
- B. They replace hand hygiene when gloves are worn.
- C. They are used with all patients because blood and body fluids may carry infection.
- D. They are limited to surgical settings.

117. While assisting with patient care, a urine specimen is collected for culture. Which action helps prevent contamination?

- A. Use a clean-catch midstream technique after cleansing as instructed.
- B. Collect the first urine that enters the toilet.
- C. Transfer urine from a bedpan into the cup.
- D. Leave the container open before collection.

118. While assisting with patient care, which item belongs in a puncture-resistant sharps container?

- A. A blood-soaked gauze pad.
- B. A used needle attached to its syringe.
- C. An empty medication vial box.
- D. A disposable examination gown.

119. While assisting with patient care, which position is commonly used for a pelvic examination?

- A. Prone position.
- B. Trendelenburg position.
- C. Sims position only.

D. Lithotomy position.

120. While assisting with patient care, which documentation entry is most appropriate after taking a blood pressure?

- A. Blood pressure was kind of high today.
- B. Patient has hypertension.
- C. 142/88 mm Hg, right arm, seated, reported to provider.
- D. Blood pressure normal for this patient.

121. As part of safe clinical workflow, what is the most effective way to prevent transmission of many healthcare-associated infections?

- A. Wear two pairs of gloves continuously.
- B. Perform hand hygiene at the recommended moments.
- C. Use antibiotics before every patient visit.
- D. Disinfect only at the end of the day.

122. As part of safe clinical workflow, which ECG artifact is most likely caused by patient movement or muscle tension?

- A. Somatic tremor artifact.
- B. A flat baseline from a disconnected lead.
- C. A regular rhythm produced by the sinoatrial node.
- D. A calibration mark on the tracing.

123. As part of safe clinical workflow, when should a medical assistant label a blood specimen tube?

- A. Before meeting the patient at the front desk.
- B. At the end of the shift with all other specimens.
- C. Immediately after collection, in the patient's presence.

D. After the laboratory reports a result.

124. As part of safe clinical workflow, which task is within a medical assistant's administrative role?

- A. Interpreting a chest radiograph.
- B. Diagnosing a urinary tract infection.
- C. Changing a prescription dose independently.
- D. Scheduling a follow-up appointment according to office procedure.

125. As part of safe clinical workflow, a patient reports chest pressure and shortness of breath at check-in. What should the medical assistant do first?

- A. Ask the patient to complete registration forms.
- B. Alert the provider or emergency response team immediately.
- C. Offer water and schedule a later appointment.
- D. Take a routine message for the provider.

126. As part of safe clinical workflow, which laboratory value is commonly measured using a fingerstick capillary sample?

- A. Blood glucose.
- B. Serum potassium for a comprehensive panel.
- C. Blood culture for sepsis evaluation.
- D. Coagulation studies from a sterile venipuncture.

127. As part of safe clinical workflow, which statement about the chain of custody is correct?

- A. It is used only for routine urine dipsticks.
- B. It documents each transfer and handling of a specimen that may be used as legal evidence.
- C. It allows any staff member to change specimen labels.
- D. It replaces the need for patient identification.

128. As part of safe clinical workflow, which communication technique best supports a patient with limited health literacy?

- A. Provide only complex medical terminology.
- B. Speak louder instead of using simpler words.
- C. Use plain language and ask the patient to explain the plan in their own words.
- D. Ask the patient to sign without questions.

129. As part of safe clinical workflow, a medication order reads: administer 0.5 g. How many milligrams is this?

- A. 500 mg.
- B. 50 mg.
- C. 5,000 mg.
- D. 0.05 mg.

130. As part of safe clinical workflow, which action is required before administering a medication delegated by the provider?

- A. Prepare the drug from memory without checking the label.
- B. Use another patient's medication if it is the same drug.
- C. Document administration before giving the medication.
- D. Verify the medication order and the patient's identity according to policy.

131. As part of safe clinical workflow, which vaccination record detail is important to document?

- A. The patient's favorite pharmacy.
- B. Manufacturer and lot number.
- C. The brand of examination table paper.
- D. The assistant's lunch break time.

132. As part of safe clinical workflow, a patient becomes pale and dizzy during venipuncture. What is the best immediate response?

- A. Continue until all tubes are filled.
- B. Ask the patient to stand and walk around.
- C. Leave the patient alone to rest.
- D. Remove the tourniquet and needle, then assist the patient to a safe position.

133. As part of safe clinical workflow, which statement describes the purpose of a Safety Data Sheet (SDS)?

- A. It provides hazard, handling, storage, and emergency information about a chemical product.
- B. It lists each patient's diagnosis.
- C. It replaces product labels on chemicals.
- D. It is used only to schedule equipment maintenance.

134. As part of safe clinical workflow, which method is appropriate for confirming that a patient understands discharge instructions?

- A. Obtaining a signature only.
- B. Repeating the instructions more quickly.
- C. Teach-back.
- D. Giving instructions only to a companion.

135. As part of safe clinical workflow, which action helps preserve confidentiality when discussing patient information?

- A. Discuss the case in a public elevator.
- B. Leave the chart open at the reception desk.
- C. Speak in a private area and share only with authorized individuals.

D. Text results to an unverified phone number.

136. As part of safe clinical workflow, which finding is an example of subjective data?

- A. The patient states, 'My throat hurts when I swallow.'
- B. Temperature is 38.2 C.
- C. Pulse is 108 beats per minute.
- D. A rash is visible on the forearm.

137. As part of safe clinical workflow, which action is correct when using a sterile field?

- A. Reach across the sterile field when necessary.
- B. Keep the sterile field above waist level and within view.
- C. Consider a wet sterile package uncontaminated.
- D. Turn away from the field briefly without concern.

138. As part of safe clinical workflow, which action is appropriate after an occupational needlestick injury?

- A. Squeeze the site aggressively for several minutes.
- B. Hide the injury to avoid paperwork.
- C. Wait until symptoms develop before reporting.
- D. Wash the area promptly and report the exposure immediately.

139. As part of safe clinical workflow, before beginning a venipuncture, which action best verifies the correct patient?

- A. Ask the patient to state full name and date of birth and compare both to the order.
- B. Ask the patient which arm is preferred.
- C. Compare the room number with the label.
- D. Verify the patient only after collecting the specimen.

140. As part of safe clinical workflow, a medical assistant is preparing to remove a contaminated dressing. Which personal protective equipment is essential?

- A. Sterile surgical gown only.
- B. N95 respirator for every dressing change.
- C. Clean disposable gloves.
- D. Lead apron and thyroid shield.

141. As part of safe clinical workflow, which pulse site is commonly used for routine adult pulse assessment?

- A. Carotid artery behind the knee.
- B. Radial artery at the thumb side of the wrist.
- C. Brachial artery at the ankle.
- D. Temporal artery in the popliteal space.

142. As part of safe clinical workflow, which finding should be reported promptly because it may indicate hypoglycemia?

- A. Increased thirst over several months.
- B. Shakiness, sweating, and sudden confusion.
- C. Slowly healing surgical incision.
- D. Warm, dry skin after eating.

143. As part of safe clinical workflow, what is the correct sequence for removing personal protective equipment after routine patient care?

- A. Remove gloves last and leave the gown on.
- B. Remove the most contaminated items first, then perform hand hygiene.
- C. Keep all equipment on until leaving the building.

D. Remove the mask first while wearing contaminated gloves.

144. As part of safe clinical workflow, which action is appropriate when a patient refuses a scheduled injection?

- A. Administer it after explaining it is required.
- B. Discard the medication without documentation.
- C. Document the refusal and notify the licensed provider according to policy.
- D. Ask a family member to consent for a competent adult.

145. As part of safe clinical workflow, which statement best describes standard precautions?

- A. They are used with all patients because blood and body fluids may carry infection.
- B. They apply only to patients with a known infection.
- C. They replace hand hygiene when gloves are worn.
- D. They are limited to surgical settings.

146. As part of safe clinical workflow, a urine specimen is collected for culture. Which action helps prevent contamination?

- A. Collect the first urine that enters the toilet.
- B. Transfer urine from a bedpan into the cup.
- C. Leave the container open before collection.
- D. Use a clean-catch midstream technique after cleansing as instructed.

147. As part of safe clinical workflow, which item belongs in a puncture-resistant sharps container?

- A. A blood-soaked gauze pad.
- B. An empty medication vial box.
- C. A used needle attached to its syringe.
- D. A disposable examination gown.

148. As part of safe clinical workflow, which position is commonly used for a pelvic examination?

- A. Lithotomy position.
- B. Prone position.
- C. Trendelenburg position.
- D. Sims position only.

149. As part of safe clinical workflow, which documentation entry is most appropriate after taking a blood pressure?

- A. Blood pressure was kind of high today.
- B. 142/88 mm Hg, right arm, seated, reported to provider.
- C. Patient has hypertension.
- D. Blood pressure normal for this patient.

150. As part of safe clinical workflow, what is the most effective way to prevent transmission of many healthcare-associated infections?

- A. Wear two pairs of gloves continuously.
- B. Use antibiotics before every patient visit.
- C. Disinfect only at the end of the day.
- D. Perform hand hygiene at the recommended moments.

Ncma Practice Exam 13: Answer Key and Explanations

1. A — The correct response is Use a clean-catch midstream technique after cleansing as instructed. A clean-catch midstream specimen reduces contamination from skin and external genital flora. The patient cleanses as directed, begins voiding, then collects the midstream portion in the sterile container. Urine from a toilet or bedpan is unsuitable for culture. Keeping the container closed until use also helps preserve

2. B — The correct response is A used needle attached to its syringe. Used needles and syringes are placed directly into an approved sharps container without recapping unless a specific safety procedure is required. Gauze and gowns are disposed of according to biohazard policy, not in the sharps container. Correct disposal reduces needlestick injuries and prevents accidental exposure during waste handling. This

3. B — The correct response is Lithotomy position. Lithotomy position is commonly used for pelvic examinations because it provides appropriate access while supporting the patient's legs. Prone position places the patient face down and is not used for routine pelvic exams. Trendelenburg is a tilt position, not the standard exam position. Privacy, draping, and clear explanations remain essential. This choice follows accepted

4. A — The correct response is 142/88 mm Hg, right arm, seated, reported to provider. Objective documentation records the measured value, relevant conditions such as position or arm, and actions taken. Diagnosing hypertension is outside the medical assistant's role unless documented by the provider. Vague statements such as "kind of high" are not clinically useful. Precise records support continuity of care and

5. D — The correct response is Perform hand hygiene at the recommended moments. Hand hygiene is the most important routine measure for reducing transmission of pathogens in healthcare settings. Gloves are task-specific and do not replace hand hygiene. Antibiotics are not preventive tools for ordinary visits and can promote resistance. Cleaning should occur at appropriate intervals and after contamination, not only at

6. C — The correct response is Somatic tremor artifact. Somatic tremor artifact often results from shivering, movement, anxiety, or muscle tension. The assistant can help by making the patient comfortable, warm, and still, while ensuring electrodes adhere well. A disconnected lead may create an interrupted tracing, but it does not produce the irregular muscle-related interference described here. This choice follows accepted medical-assisting

7. C — The correct response is Immediately after collection, in the patient's presence. Specimen tubes are labeled immediately after collection while the assistant is still with the patient. This practice links the specimen to the correct person and reduces identification errors. Prelabeling unattended tubes invites mix-ups, while delayed labeling can make it impossible to verify which sample came from which patient. This

8. A — The correct response is Scheduling a follow-up appointment according to office procedure. Scheduling appointments is a common administrative duty when performed according to office procedure. Interpreting diagnostic images, diagnosing illness, and independently changing medication doses require provider authority. Clear role boundaries protect patients and help ensure that clinical decisions are made by appropriately licensed professionals. This choice follows accepted medical-assisting

9. D — The correct response is Alert the provider or emergency response team immediately. Chest pressure with shortness of breath may represent a medical emergency. The assistant should activate the

office emergency process and alert the provider or response team immediately. Administrative tasks can wait. Prompt escalation allows qualified clinicians to assess, intervene, and arrange emergency transport when necessary. This choice follows

10. B — The correct response is Blood glucose. Capillary fingerstick samples are commonly used for point-of-care blood glucose testing. Blood cultures require careful sterile venipuncture technique, and many chemistry or coagulation tests require venous specimens in specified tubes. Using the correct collection method preserves sample quality and supports reliable clinical decision-making. This choice follows accepted medical-assisting safety and workflow principles. The other

11. B — The correct response is It documents each transfer and handling of a specimen that may be used as legal evidence. Chain-of-custody documentation tracks who collected, received, transported, and handled a specimen when legal integrity matters. Each transfer is recorded to help establish that the sample was not altered or misplaced. It does not replace proper patient identification, and labels should

12. A — The correct response is Use plain language and ask the patient to explain the plan in their own words. Plain language and teach-back help confirm that the patient understands instructions. Asking the patient to explain the plan in their own words reveals gaps without blaming the patient. Speaking louder does not improve comprehension, and signatures alone do not demonstrate informed

13. D — The correct response is 500 mg. One gram equals 1,000 milligrams. Therefore, 0.5 gram equals 500 milligrams. Converting units before preparing medication helps prevent dosage errors. The assistant should also follow office policy, verify the complete order, and seek clarification from the provider or pharmacist whenever an order appears incomplete or unusual. This choice follows accepted medical-assisting safety and workflow

14. C — The correct response is Verify the medication order and the patient's identity according to policy. Before medication administration, verify the authorized order, patient identity, medication label, dose, route, timing, and applicable safety checks. Documentation occurs accurately after administration according to policy. Using memory or another patient's medication bypasses safeguards and creates serious risk of wrong-patient, wrong-drug, or wrong-dose errors. This

15. C — The correct response is Manufacturer and lot number. Vaccination documentation includes details that permit follow-up if a product concern or recall occurs, such as manufacturer, lot number, date, site, route, and required information statements. Unrelated office details have no clinical value. Complete records support continuity, reporting, and safe future immunization decisions. This choice follows accepted medical-assisting safety and workflow principles.

16. A — The correct response is Remove the tourniquet and needle, then assist the patient to a safe position. Pallor and dizziness during venipuncture may precede syncope. Stop the draw, remove the tourniquet and needle safely, apply pressure, and protect the patient from falling. Assist the patient to a safe position and notify the appropriate clinician. Continuing collection or asking the patient

17. B — The correct response is It provides hazard, handling, storage, and emergency information about a chemical product. Safety Data Sheets provide standardized information about chemical hazards,

protective measures, storage, first aid, spill response, and disposal. Staff should know how to access them before an exposure occurs. They do not replace container labels or medical records. This information supports safer handling of

18. D — The correct response is Teach-back. Teach-back asks the patient to describe the instructions in their own words. It checks communication effectiveness and allows the assistant or provider to clarify misunderstandings. A signature documents receipt but does not prove comprehension. Faster repetition may worsen confusion, and a companion should not replace communicating directly with a capable patient. This choice follows accepted

19. D — The correct response is Speak in a private area and share only with authorized individuals. Patient information should be discussed only with authorized individuals and in a setting that minimizes accidental disclosure. Public areas, unattended records, and unverified messaging can expose protected information. Confidentiality supports trust and is a professional and legal responsibility. Access should be limited to the information

20. B — The correct response is The patient states, ‘My throat hurts when I swallow.’ Subjective data are symptoms or experiences reported by the patient, such as pain or nausea. Objective data are measurable or observable findings, including temperature, pulse, and a visible rash. Distinguishing these categories helps produce accurate clinical documentation and gives the provider a clearer picture of the patient’s

21. A — The correct response is Keep the sterile field above waist level and within view. A sterile field must remain in view and above waist level because areas outside view or below waist level are considered contaminated. Moisture can carry microorganisms through packaging, so a wet package is contaminated. Reaching across the field risks contamination. These principles help maintain asepsis during

22. C — The correct response is Wash the area promptly and report the exposure immediately. After a needlestick, wash the affected area promptly with soap and water and report the incident immediately according to the exposure-control plan. Timely reporting allows risk assessment and possible post-exposure care. Hiding the injury or waiting for symptoms delays important evaluation. The assistant should follow the organization’s

23. B — The correct response is Ask the patient to state full name and date of birth and compare both to the order. Using two approved identifiers before collection prevents wrong-patient errors. Room numbers, bed locations, and a patient’s appearance are not reliable identifiers. The identifiers must agree with the order and specimen label. Asking about an arm preference is useful only

24. C — The correct response is Clean disposable gloves. Gloves protect the medical assistant from contact with blood, drainage, and contaminated materials. Additional protection may be needed if splashing is anticipated, but gloves are the baseline for this task. A lead apron is unrelated, and an N95 is reserved for airborne precautions or procedures that specifically require it. This choice follows accepted

25. D — The correct response is Radial artery at the thumb side of the wrist. The radial pulse is readily accessible at the thumb side of the wrist and is commonly used for a routine adult assessment. The carotid artery is in the neck, the brachial artery is in the upper arm, and the popliteal pulse is behind the knee. Correct site

26. A — The correct response is Warm, dry skin after eating. Shakiness, sweating, and sudden confusion can signal low blood glucose and require prompt attention. A patient may need immediate assessment and treatment according to office protocol. Increased thirst and delayed wound healing can occur with hyperglycemia, but they usually do not present as the acute emergency described in this question. This

27. C — The correct response is Remove the most contaminated items first, then perform hand hygiene. Personal protective equipment is removed in a manner that limits self-contamination. Gloves are typically among the most contaminated items and are removed early, followed by hand hygiene at the appropriate points. Removing a mask with contaminated gloves can transfer organisms to the face. Office policy provides

28. B — The correct response is Document the refusal and notify the licensed provider according to policy. A competent patient has the right to refuse treatment. The medical assistant should not coerce or administer the injection without consent. Document the refusal factually, including relevant education provided, and notify the licensed provider. A family member cannot override the decision of a competent adult

29. A — The correct response is They are used with all patients because blood and body fluids may carry infection. Standard precautions are applied to all patients because infection status may be unknown. They include hand hygiene, appropriate protective equipment, and safe handling of sharps and contaminated items. Gloves do not replace hand hygiene. Restricting precautions only to known infections creates preventable

30. D — The correct response is Use a clean-catch midstream technique after cleansing as instructed. A clean-catch midstream specimen reduces contamination from skin and external genital flora. The patient cleanses as directed, begins voiding, then collects the midstream portion in the sterile container. Urine from a toilet or bedpan is unsuitable for culture. Keeping the container closed until use also helps preserve

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48. A — The correct response is Speak in a private area and share only with authorized individuals. Patient information should be discussed only with authorized individuals and in a setting that minimizes accidental disclosure. Public areas, unattended records, and unverified messaging can expose protected information. Confidentiality supports trust and is a professional and legal responsibility. Access should be limited to the information

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55. A — The correct response is Warm, dry skin after eating. Shakiness, sweating, and sudden confusion can signal low blood glucose and require prompt attention. A patient may need immediate assessment and treatment according to office protocol. Increased thirst and delayed wound healing can occur with hyperglycemia, but they usually do not present as the acute emergency described in this question. This

56. D — The correct response is Remove the most contaminated items first, then perform hand hygiene. Personal protective equipment is removed in a manner that limits self-contamination. Gloves are typically among the most contaminated items and are removed early, followed by hand hygiene at the appropriate points. Removing a mask with contaminated gloves can transfer organisms to the face. Office policy provides

57. C — The correct response is Document the refusal and notify the licensed provider according to policy. A competent patient has the right to refuse treatment. The medical assistant should not coerce or administer the injection without consent. Document the refusal factually, including relevant education provided, and notify the licensed provider. A family member cannot override the decision of a competent adult

58. B — The correct response is They are used with all patients because blood and body fluids may carry infection. Standard precautions are applied to all patients because infection status may be unknown. They include hand hygiene, appropriate protective equipment, and safe handling of sharps and contaminated items. Gloves do not replace hand hygiene. Restricting precautions only to known infections creates preventable

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68. A — The correct response is Blood glucose. Capillary fingerstick samples are commonly used for point-of-care blood glucose testing. Blood cultures require careful sterile venipuncture technique, and many chemistry or coagulation tests require venous specimens in specified tubes. Using the correct collection method preserves sample quality and supports reliable clinical decision-making. This choice follows accepted medical-assisting safety and workflow principles. The other

69. D — The correct response is It documents each transfer and handling of a specimen that may be used as legal evidence. Chain-of-custody documentation tracks who collected, received, transported, and handled a specimen when legal integrity matters. Each transfer is recorded to help establish that the sample was not altered or misplaced. It does not replace proper patient identification, and labels should

70. B — The correct response is Use plain language and ask the patient to explain the plan in their own words. Plain language and teach-back help confirm that the patient understands instructions. Asking the patient to explain the plan in their own words reveals gaps without blaming the patient. Speaking louder does not improve comprehension, and signatures alone do not demonstrate informed

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78. B — The correct response is The patient states, 'My throat hurts when I swallow.' Subjective data are symptoms or experiences reported by the patient, such as pain or nausea. Objective data are measurable or observable findings, including temperature, pulse, and a visible rash. Distinguishing these

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82. D — The correct response is Clean disposable gloves. Gloves protect the medical assistant from contact with blood, drainage, and contaminated materials. Additional protection may be needed if splashing is anticipated, but gloves are the baseline for this task. A lead apron is unrelated, and an N95 is reserved for airborne precautions or procedures that specifically require it. This choice follows accepted

83. D — The correct response is Radial artery at the thumb side of the wrist. The radial pulse is readily accessible at the thumb side of the wrist and is commonly used for a routine adult assessment. The carotid artery is in the neck, the brachial artery is in the upper arm, and the popliteal pulse is behind the knee. Correct site

84. C — The correct response is Warm, dry skin after eating. Shakiness, sweating, and sudden confusion can signal low blood glucose and require prompt attention. A patient may need immediate assessment and treatment according to office protocol. Increased thirst and delayed wound healing can occur with hyperglycemia, but they usually do not present as the acute emergency described in this question. This

85. A — The correct response is Remove the most contaminated items first, then perform hand hygiene. Personal protective equipment is removed in a manner that limits self-contamination. Gloves are typically among the most contaminated items and are removed early, followed by hand hygiene at the appropriate points. Removing a mask with contaminated gloves can transfer organisms to the face. Office policy provides

86. B — The correct response is Document the refusal and notify the licensed provider according to policy. A competent patient has the right to refuse treatment. The medical assistant should not coerce or administer the injection without consent. Document the refusal factually, including relevant education

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