RHIA EXAM PREP 2026-2027: PRACTICE EXAM 9 (150 QUESTIONS)

This original 150-question RHIA-style practice exam covers information governance, compliance with uses and disclosures of PHI, data analytics and informatics, revenue management, and management and leadership. Allow 3 hours and 25 minutes to complete the questions, then use the answer key and rationales for review. This independent resource is not an AHIMA examination or endorsement.

1. During a system conversion, a master patient index contains two records that may represent the same person. What should the organization do?

A. Merge the records immediately to reduce the count

B. Delete the older record without review

C. Create a third record for future visits

D. Apply its approved duplicate-resolution workflow before merging

2. During a system conversion, which action best preserves the integrity of an amendment to a health record?

A. Retain the original entry and identify the amendment with date and author

B. Replace the original entry with the corrected text

C. Allow any staff member to overwrite the note

D. Remove the original entry after a verbal request

3. During a system conversion, what is the principal purpose of a data-retention schedule?

A. Determine which clinician may enter an order

B. Set the diagnosis code for each encounter

C. Specify how long records are kept and how they are disposed of

D. Replace privacy policies for disclosures

4. During a system conversion, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. Routine audit-log monitoring with follow-up review

B. A paper sign-in sheet at the front desk

C. A patient-satisfaction survey

D. A weekly inventory of office supplies

5. During a system conversion, when a business associate will handle protected health information, what is most important before disclosure?

A. Give the associate unrestricted access first

B. Ask the associate to promise confidentiality orally

C. Send only an invoice without identifying services

D. Establish an appropriate written business associate agreement

6. During a system conversion, what is the best response to a patient who requests an accounting of disclosures?

A. Refer the patient to the billing department only

B. Use the organization’s established process to evaluate and fulfill the request

C. Automatically deny the request because it is complex

D. Provide another patient’s accounting as an example

7. During a system conversion, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Timeliness

B. Accessibility

C. Accuracy

D. Portability

8. During a system conversion, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A larger font being needed for the report

B. Selection bias caused by nonrandom missing data

C. A change in the organization’s logo

D. A reduction in printer toner use

9. During a system conversion, which approach most improves interoperability between two systems?

A. Use shared standards and clearly mapped data elements

B. Require users to retype all information

C. Store each system’s data in an unstructured image

D. Allow each department to invent local codes

10. During a system conversion, what is the main purpose of a claim edit before submission?

A. Determine a patient’s clinical treatment plan

B. Replace provider documentation requirements

C. Create a legal health record inventory

D. Identify potential errors or missing information for correction

11. During a system conversion, when should a provider query be used in the revenue cycle?

A. Whenever a higher-paying code is available

B. When clarification is needed to accurately reflect documented care

C. After assigning a diagnosis without a record review

D. Instead of documenting a clinical encounter

12. During a system conversion, which indicator most directly measures the time a receivable remains unpaid?

A. Days in accounts receivable

B. Average number of clinical staff

C. Number of active data definitions

D. Percentage of records with an amendment

13. During a system conversion, what is the most appropriate first step in planning a new HIM project?

A. Purchase technology before identifying needs

B. Assign deadlines without discussing objectives

C. Define the problem, scope, stakeholders, and intended outcomes

D. Train staff before determining the workflow

14. During a system conversion, which leadership practice best supports accountability on a project team?

A. Keep decision rights informal and unrecorded

B. Avoid discussing dependencies with the team

C. Change priorities without communicating them

D. Assign clear responsibilities and monitor agreed milestones

15. During a system conversion, a manager receives a complaint about a workflow. What is the best initial response?

A. Gather relevant facts and listen to the involved parties

B. Assume the complaint is unfounded

C. Discipline the employee before investigation

D. Close the issue to avoid conflict

16. At an outpatient network, a master patient index contains two records that may represent the same person. What should the organization do?

A. Delete the older record without review

B. Create a third record for future visits

C. Merge the records immediately to reduce the count

D. Apply its approved duplicate-resolution workflow before merging

17. At an outpatient network, which action best preserves the integrity of an amendment to a health record?

A. Allow any staff member to overwrite the note

B. Retain the original entry and identify the amendment with date and author

C. Remove the original entry after a verbal request

D. Replace the original entry with the corrected text

18. At an outpatient network, what is the principal purpose of a data-retention schedule?

A. Set the diagnosis code for each encounter

B. Replace privacy policies for disclosures

C. Specify how long records are kept and how they are disposed of

D. Determine which clinician may enter an order

19. At an outpatient network, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A patient-satisfaction survey

B. A weekly inventory of office supplies

C. A paper sign-in sheet at the front desk

D. Routine audit-log monitoring with follow-up review

20. At an outpatient network, when a business associate will handle protected health information, what is most important before disclosure?

A. Ask the associate to promise confidentiality orally

B. Send only an invoice without identifying services

C. Establish an appropriate written business associate agreement

D. Give the associate unrestricted access first

21. At an outpatient network, what is the best response to a patient who requests an accounting of disclosures?

A. Use the organization’s established process to evaluate and fulfill the request

B. Automatically deny the request because it is complex

C. Provide another patient’s accounting as an example

D. Refer the patient to the billing department only

22. At an outpatient network, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Accessibility

B. Accuracy

C. Portability

D. Timeliness

23. At an outpatient network, a performance report excludes records with blank fields. What risk should the analyst assess?

A. Selection bias caused by nonrandom missing data

B. A change in the organization’s logo

C. A reduction in printer toner use

D. A larger font being needed for the report

24. At an outpatient network, which approach most improves interoperability between two systems?

A. Store each system’s data in an unstructured image

B. Allow each department to invent local codes

C. Require users to retype all information

D. Use shared standards and clearly mapped data elements

25. At an outpatient network, what is the main purpose of a claim edit before submission?

A. Replace provider documentation requirements

B. Create a legal health record inventory

C. Identify potential errors or missing information for correction

D. Determine a patient’s clinical treatment plan

26. At an outpatient network, when should a provider query be used in the revenue cycle?

A. After assigning a diagnosis without a record review

B. When clarification is needed to accurately reflect documented care

C. Instead of documenting a clinical encounter

D. Whenever a higher-paying code is available

27. At an outpatient network, which indicator most directly measures the time a receivable remains unpaid?

A. Number of active data definitions

B. Percentage of records with an amendment

C. Average number of clinical staff

D. Days in accounts receivable

28. At an outpatient network, what is the most appropriate first step in planning a new HIM project?

A. Assign deadlines without discussing objectives

B. Train staff before determining the workflow

C. Define the problem, scope, stakeholders, and intended outcomes

D. Purchase technology before identifying needs

29. At an outpatient network, which leadership practice best supports accountability on a project team?

A. Avoid discussing dependencies with the team

B. Assign clear responsibilities and monitor agreed milestones

C. Change priorities without communicating them

D. Keep decision rights informal and unrecorded

30. At an outpatient network, a manager receives a complaint about a workflow. What is the best initial response?

A. Gather relevant facts and listen to the involved parties

B. Discipline the employee before investigation

C. Close the issue to avoid conflict

D. Assume the complaint is unfounded

31. During a compliance review, a master patient index contains two records that may represent the same person. What should the organization do?

A. Create a third record for future visits

B. Merge the records immediately to reduce the count

C. Apply its approved duplicate-resolution workflow before merging

D. Delete the older record without review

32. During a compliance review, which action best preserves the integrity of an amendment to a health record?

A. Remove the original entry after a verbal request

B. Retain the original entry and identify the amendment with date and author

C. Replace the original entry with the corrected text

D. Allow any staff member to overwrite the note

33. During a compliance review, what is the principal purpose of a data-retention schedule?

A. Specify how long records are kept and how they are disposed of

B. Replace privacy policies for disclosures

C. Determine which clinician may enter an order

D. Set the diagnosis code for each encounter

34. During a compliance review, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A weekly inventory of office supplies

B. A paper sign-in sheet at the front desk

C. A patient-satisfaction survey

D. Routine audit-log monitoring with follow-up review

35. During a compliance review, when a business associate will handle protected health information, what is most important before disclosure?

A. Establish an appropriate written business associate agreement

B. Send only an invoice without identifying services

C. Give the associate unrestricted access first

D. Ask the associate to promise confidentiality orally

36. During a compliance review, what is the best response to a patient who requests an accounting of disclosures?

A. Provide another patient’s accounting as an example

B. Refer the patient to the billing department only

C. Automatically deny the request because it is complex

D. Use the organization’s established process to evaluate and fulfill the request

37. During a compliance review, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Portability

B. Accuracy

C. Timeliness

D. Accessibility

38. During a compliance review, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A reduction in printer toner use

B. A larger font being needed for the report

C. Selection bias caused by nonrandom missing data

D. A change in the organization’s logo

39. During a compliance review, which approach most improves interoperability between two systems?

A. Allow each department to invent local codes

B. Use shared standards and clearly mapped data elements

C. Require users to retype all information

D. Store each system’s data in an unstructured image

40. During a compliance review, what is the main purpose of a claim edit before submission?

A. Create a legal health record inventory

B. Determine a patient’s clinical treatment plan

C. Replace provider documentation requirements

D. Identify potential errors or missing information for correction

41. During a compliance review, when should a provider query be used in the revenue cycle?

A. Instead of documenting a clinical encounter

B. Whenever a higher-paying code is available

C. When clarification is needed to accurately reflect documented care

D. After assigning a diagnosis without a record review

42. During a compliance review, which indicator most directly measures the time a receivable remains unpaid?

A. Days in accounts receivable

B. Percentage of records with an amendment

C. Average number of clinical staff

D. Number of active data definitions

43. During a compliance review, what is the most appropriate first step in planning a new HIM project?

A. Define the problem, scope, stakeholders, and intended outcomes

B. Train staff before determining the workflow

C. Purchase technology before identifying needs

D. Assign deadlines without discussing objectives

44. During a compliance review, which leadership practice best supports accountability on a project team?

A. Change priorities without communicating them

B. Keep decision rights informal and unrecorded

C. Avoid discussing dependencies with the team

D. Assign clear responsibilities and monitor agreed milestones

45. During a compliance review, a manager receives a complaint about a workflow. What is the best initial response?

A. Close the issue to avoid conflict

B. Assume the complaint is unfounded

C. Gather relevant facts and listen to the involved parties

D. Discipline the employee before investigation

46. After a reported near miss, a master patient index contains two records that may represent the same person. What should the organization do?

A. Merge the records immediately to reduce the count

B. Apply its approved duplicate-resolution workflow before merging

C. Delete the older record without review

D. Create a third record for future visits

47. After a reported near miss, which action best preserves the integrity of an amendment to a health record?

A. Replace the original entry with the corrected text

B. Retain the original entry and identify the amendment with date and author

C. Allow any staff member to overwrite the note

D. Remove the original entry after a verbal request

48. After a reported near miss, what is the principal purpose of a data-retention schedule?

A. Determine which clinician may enter an order

B. Set the diagnosis code for each encounter

C. Replace privacy policies for disclosures

D. Specify how long records are kept and how they are disposed of

49. After a reported near miss, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A paper sign-in sheet at the front desk

B. A patient-satisfaction survey

C. Routine audit-log monitoring with follow-up review

D. A weekly inventory of office supplies

50. After a reported near miss, when a business associate will handle protected health information, what is most important before disclosure?

A. Establish an appropriate written business associate agreement

B. Give the associate unrestricted access first

C. Ask the associate to promise confidentiality orally

D. Send only an invoice without identifying services

51. After a reported near miss, what is the best response to a patient who requests an accounting of disclosures?

A. Refer the patient to the billing department only

B. Use the organization’s established process to evaluate and fulfill the request

C. Automatically deny the request because it is complex

D. Provide another patient’s accounting as an example

52. After a reported near miss, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Timeliness

B. Accessibility

C. Portability

D. Accuracy

53. After a reported near miss, a performance report excludes records with blank fields. What risk should the analyst assess?

A. Selection bias caused by nonrandom missing data

B. A larger font being needed for the report

C. A change in the organization’s logo

D. A reduction in printer toner use

54. After a reported near miss, which approach most improves interoperability between two systems?

A. Require users to retype all information

B. Store each system’s data in an unstructured image

C. Use shared standards and clearly mapped data elements

D. Allow each department to invent local codes

55. After a reported near miss, what is the main purpose of a claim edit before submission?

A. Identify potential errors or missing information for correction

B. Determine a patient’s clinical treatment plan

C. Replace provider documentation requirements

D. Create a legal health record inventory

56. After a reported near miss, when should a provider query be used in the revenue cycle?

A. Whenever a higher-paying code is available

B. After assigning a diagnosis without a record review

C. Instead of documenting a clinical encounter

D. When clarification is needed to accurately reflect documented care

57. After a reported near miss, which indicator most directly measures the time a receivable remains unpaid?

A. Average number of clinical staff

B. Days in accounts receivable

C. Number of active data definitions

D. Percentage of records with an amendment

58. After a reported near miss, what is the most appropriate first step in planning a new HIM project?

A. Purchase technology before identifying needs

B. Assign deadlines without discussing objectives

C. Define the problem, scope, stakeholders, and intended outcomes

D. Train staff before determining the workflow

59. After a reported near miss, which leadership practice best supports accountability on a project team?

A. Keep decision rights informal and unrecorded

B. Avoid discussing dependencies with the team

C. Change priorities without communicating them

D. Assign clear responsibilities and monitor agreed milestones

60. After a reported near miss, a manager receives a complaint about a workflow. What is the best initial response?

A. Gather relevant facts and listen to the involved parties

B. Assume the complaint is unfounded

C. Discipline the employee before investigation

D. Close the issue to avoid conflict

61. While updating a policy, a master patient index contains two records that may represent the same person. What should the organization do?

A. Delete the older record without review

B. Create a third record for future visits

C. Apply its approved duplicate-resolution workflow before merging

D. Merge the records immediately to reduce the count

62. While updating a policy, which action best preserves the integrity of an amendment to a health record?

A. Allow any staff member to overwrite the note

B. Retain the original entry and identify the amendment with date and author

C. Remove the original entry after a verbal request

D. Replace the original entry with the corrected text

63. While updating a policy, what is the principal purpose of a data-retention schedule?

A. Specify how long records are kept and how they are disposed of

B. Set the diagnosis code for each encounter

C. Replace privacy policies for disclosures

D. Determine which clinician may enter an order

64. While updating a policy, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A patient-satisfaction survey

B. A weekly inventory of office supplies

C. A paper sign-in sheet at the front desk

D. Routine audit-log monitoring with follow-up review

65. While updating a policy, when a business associate will handle protected health information, what is most important before disclosure?

A. Ask the associate to promise confidentiality orally

B. Send only an invoice without identifying services

C. Establish an appropriate written business associate agreement

D. Give the associate unrestricted access first

66. While updating a policy, what is the best response to a patient who requests an accounting of disclosures?

A. Automatically deny the request because it is complex

B. Use the organization’s established process to evaluate and fulfill the request

C. Provide another patient’s accounting as an example

D. Refer the patient to the billing department only

67. While updating a policy, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Accessibility

B. Accuracy

C. Portability

D. Timeliness

68. While updating a policy, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A change in the organization’s logo

B. A reduction in printer toner use

C. A larger font being needed for the report

D. Selection bias caused by nonrandom missing data

69. While updating a policy, which approach most improves interoperability between two systems?

A. Use shared standards and clearly mapped data elements

B. Store each system’s data in an unstructured image

C. Allow each department to invent local codes

D. Require users to retype all information

70. While updating a policy, what is the main purpose of a claim edit before submission?

A. Replace provider documentation requirements

B. Create a legal health record inventory

C. Identify potential errors or missing information for correction

D. Determine a patient’s clinical treatment plan

71. While updating a policy, when should a provider query be used in the revenue cycle?

A. After assigning a diagnosis without a record review

B. Instead of documenting a clinical encounter

C. Whenever a higher-paying code is available

D. When clarification is needed to accurately reflect documented care

72. While updating a policy, which indicator most directly measures the time a receivable remains unpaid?

A. Number of active data definitions

B. Days in accounts receivable

C. Percentage of records with an amendment

D. Average number of clinical staff

73. While updating a policy, what is the most appropriate first step in planning a new HIM project?

A. Define the problem, scope, stakeholders, and intended outcomes

B. Assign deadlines without discussing objectives

C. Train staff before determining the workflow

D. Purchase technology before identifying needs

74. While updating a policy, which leadership practice best supports accountability on a project team?

A. Avoid discussing dependencies with the team

B. Change priorities without communicating them

C. Assign clear responsibilities and monitor agreed milestones

D. Keep decision rights informal and unrecorded

75. While updating a policy, a manager receives a complaint about a workflow. What is the best initial response?

A. Gather relevant facts and listen to the involved parties

B. Discipline the employee before investigation

C. Close the issue to avoid conflict

D. Assume the complaint is unfounded

76. In a department meeting, a master patient index contains two records that may represent the same person. What should the organization do?

A. Create a third record for future visits

B. Merge the records immediately to reduce the count

C. Apply its approved duplicate-resolution workflow before merging

D. Delete the older record without review

77. In a department meeting, which action best preserves the integrity of an amendment to a health record?

A. Remove the original entry after a verbal request

B. Retain the original entry and identify the amendment with date and author

C. Replace the original entry with the corrected text

D. Allow any staff member to overwrite the note

78. In a department meeting, what is the principal purpose of a data-retention schedule?

A. Replace privacy policies for disclosures

B. Determine which clinician may enter an order

C. Set the diagnosis code for each encounter

D. Specify how long records are kept and how they are disposed of

79. In a department meeting, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A weekly inventory of office supplies

B. A paper sign-in sheet at the front desk

C. A patient-satisfaction survey

D. Routine audit-log monitoring with follow-up review

80. In a department meeting, when a business associate will handle protected health information, what is most important before disclosure?

A. Establish an appropriate written business associate agreement

B. Send only an invoice without identifying services

C. Give the associate unrestricted access first

D. Ask the associate to promise confidentiality orally

81. In a department meeting, what is the best response to a patient who requests an accounting of disclosures?

A. Provide another patient’s accounting as an example

B. Refer the patient to the billing department only

C. Use the organization’s established process to evaluate and fulfill the request

D. Automatically deny the request because it is complex

82. In a department meeting, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Portability

B. Accuracy

C. Timeliness

D. Accessibility

83. In a department meeting, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A reduction in printer toner use

B. A larger font being needed for the report

C. A change in the organization’s logo

D. Selection bias caused by nonrandom missing data

84. In a department meeting, which approach most improves interoperability between two systems?

A. Allow each department to invent local codes

B. Require users to retype all information

C. Use shared standards and clearly mapped data elements

D. Store each system’s data in an unstructured image

85. In a department meeting, what is the main purpose of a claim edit before submission?

A. Create a legal health record inventory

B. Identify potential errors or missing information for correction

C. Determine a patient’s clinical treatment plan

D. Replace provider documentation requirements

86. In a department meeting, when should a provider query be used in the revenue cycle?

A. When clarification is needed to accurately reflect documented care

B. Instead of documenting a clinical encounter

C. Whenever a higher-paying code is available

D. After assigning a diagnosis without a record review

87. In a department meeting, which indicator most directly measures the time a receivable remains unpaid?

A. Percentage of records with an amendment

B. Average number of clinical staff

C. Number of active data definitions

D. Days in accounts receivable

88. In a department meeting, what is the most appropriate first step in planning a new HIM project?

A. Define the problem, scope, stakeholders, and intended outcomes

B. Train staff before determining the workflow

C. Purchase technology before identifying needs

D. Assign deadlines without discussing objectives

89. In a department meeting, which leadership practice best supports accountability on a project team?

A. Change priorities without communicating them

B. Assign clear responsibilities and monitor agreed milestones

C. Keep decision rights informal and unrecorded

D. Avoid discussing dependencies with the team

90. In a department meeting, a manager receives a complaint about a workflow. What is the best initial response?

A. Close the issue to avoid conflict

B. Assume the complaint is unfounded

C. Gather relevant facts and listen to the involved parties

D. Discipline the employee before investigation

91. During a quality-improvement project, a master patient index contains two records that may represent the same person. What should the organization do?

A. Merge the records immediately to reduce the count

B. Delete the older record without review

C. Apply its approved duplicate-resolution workflow before merging

D. Create a third record for future visits

92. During a quality-improvement project, which action best preserves the integrity of an amendment to a health record?

A. Replace the original entry with the corrected text

B. Allow any staff member to overwrite the note

C. Remove the original entry after a verbal request

D. Retain the original entry and identify the amendment with date and author

93. During a quality-improvement project, what is the principal purpose of a data-retention schedule?

A. Specify how long records are kept and how they are disposed of

B. Determine which clinician may enter an order

C. Set the diagnosis code for each encounter

D. Replace privacy policies for disclosures

94. During a quality-improvement project, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A paper sign-in sheet at the front desk

B. Routine audit-log monitoring with follow-up review

C. A patient-satisfaction survey

D. A weekly inventory of office supplies

95. During a quality-improvement project, when a business associate will handle protected health information, what is most important before disclosure?

A. Give the associate unrestricted access first

B. Ask the associate to promise confidentiality orally

C. Establish an appropriate written business associate agreement

D. Send only an invoice without identifying services

96. During a quality-improvement project, what is the best response to a patient who requests an accounting of disclosures?

A. Refer the patient to the billing department only

B. Automatically deny the request because it is complex

C. Provide another patient's accounting as an example

D. Use the organization's established process to evaluate and fulfill the request

97. During a quality-improvement project, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Accuracy

B. Timeliness

C. Accessibility

D. Portability

98. During a quality-improvement project, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A larger font being needed for the report

B. A change in the organization's logo

C. Selection bias caused by nonrandom missing data

D. A reduction in printer toner use

99. During a quality-improvement project, which approach most improves interoperability between two systems?

A. Require users to retype all information

B. Use shared standards and clearly mapped data elements

C. Store each system's data in an unstructured image

D. Allow each department to invent local codes

100. During a quality-improvement project, what is the main purpose of a claim edit before submission?

A. Determine a patient's clinical treatment plan

B. Identify potential errors or missing information for correction

C. Replace provider documentation requirements

D. Create a legal health record inventory

101. During a quality-improvement project, when should a provider query be used in the revenue cycle?

A. When clarification is needed to accurately reflect documented care

B. Whenever a higher-paying code is available

C. After assigning a diagnosis without a record review

D. Instead of documenting a clinical encounter

102. During a quality-improvement project, which indicator most directly measures the time a receivable remains unpaid?

A. Average number of clinical staff

B. Number of active data definitions

C. Percentage of records with an amendment

D. Days in accounts receivable

103. During a quality-improvement project, what is the most appropriate first step in planning a new HIM project?

A. Purchase technology before identifying needs

B. Define the problem, scope, stakeholders, and intended outcomes

C. Assign deadlines without discussing objectives

D. Train staff before determining the workflow

104. During a quality-improvement project, which leadership practice best supports accountability on a project team?

A. Keep decision rights informal and unrecorded

B. Avoid discussing dependencies with the team

C. Change priorities without communicating them

D. Assign clear responsibilities and monitor agreed milestones

105. During a quality-improvement project, a manager receives a complaint about a workflow. What is the best initial response?

A. Assume the complaint is unfounded

B. Discipline the employee before investigation

C. Gather relevant facts and listen to the involved parties

D. Close the issue to avoid conflict

106. After an internal audit, a master patient index contains two records that may represent the same person. What should the organization do?

A. Apply its approved duplicate-resolution workflow before merging

B. Delete the older record without review

C. Create a third record for future visits

D. Merge the records immediately to reduce the count

107. After an internal audit, which action best preserves the integrity of an amendment to a health record?

A. Allow any staff member to overwrite the note

B. Retain the original entry and identify the amendment with date and author

C. Remove the original entry after a verbal request

D. Replace the original entry with the corrected text

108. After an internal audit, what is the principal purpose of a data-retention schedule?

A. Set the diagnosis code for each encounter

B. Replace privacy policies for disclosures

C. Determine which clinician may enter an order

D. Specify how long records are kept and how they are disposed of

109. After an internal audit, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. Routine audit-log monitoring with follow-up review

B. A patient-satisfaction survey

C. A weekly inventory of office supplies

D. A paper sign-in sheet at the front desk

110. After an internal audit, when a business associate will handle protected health information, what is most important before disclosure?

A. Ask the associate to promise confidentiality orally

B. Send only an invoice without identifying services

C. Establish an appropriate written business associate agreement

D. Give the associate unrestricted access first

111. After an internal audit, what is the best response to a patient who requests an accounting of disclosures?

A. Automatically deny the request because it is complex

B. Use the organization’s established process to evaluate and fulfill the request

C. Provide another patient’s accounting as an example

D. Refer the patient to the billing department only

112. After an internal audit, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Accuracy

B. Accessibility

C. Portability

D. Timeliness

113. After an internal audit, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A change in the organization’s logo

B. A reduction in printer toner use

C. A larger font being needed for the report

D. Selection bias caused by nonrandom missing data

114. After an internal audit, which approach most improves interoperability between two systems?

A. Store each system’s data in an unstructured image

B. Allow each department to invent local codes

C. Use shared standards and clearly mapped data elements

D. Require users to retype all information

115. After an internal audit, what is the main purpose of a claim edit before submission?

A. Replace provider documentation requirements

B. Identify potential errors or missing information for correction

C. Create a legal health record inventory

D. Determine a patient’s clinical treatment plan

116. After an internal audit, when should a provider query be used in the revenue cycle?

A. When clarification is needed to accurately reflect documented care

B. After assigning a diagnosis without a record review

C. Instead of documenting a clinical encounter

D. Whenever a higher-paying code is available

117. After an internal audit, which indicator most directly measures the time a receivable remains unpaid?

A. Number of active data definitions

B. Percentage of records with an amendment

C. Days in accounts receivable

D. Average number of clinical staff

118. After an internal audit, what is the most appropriate first step in planning a new HIM project?

A. Assign deadlines without discussing objectives

B. Train staff before determining the workflow

C. Purchase technology before identifying needs

D. Define the problem, scope, stakeholders, and intended outcomes

119. After an internal audit, which leadership practice best supports accountability on a project team?

A. Assign clear responsibilities and monitor agreed milestones

B. Avoid discussing dependencies with the team

C. Change priorities without communicating them

D. Keep decision rights informal and unrecorded

120. After an internal audit, a manager receives a complaint about a workflow. What is the best initial response?

A. Discipline the employee before investigation

B. Close the issue to avoid conflict

C. Assume the complaint is unfounded

D. Gather relevant facts and listen to the involved parties

121. When planning a new service, a master patient index contains two records that may represent the same person. What should the organization do?

A. Create a third record for future visits

B. Apply its approved duplicate-resolution workflow before merging

C. Merge the records immediately to reduce the count

D. Delete the older record without review

122. When planning a new service, which action best preserves the integrity of an amendment to a health record?

A. Remove the original entry after a verbal request

B. Replace the original entry with the corrected text

C. Retain the original entry and identify the amendment with date and author

D. Allow any staff member to overwrite the note

123. When planning a new service, what is the principal purpose of a data-retention schedule?

A. Specify how long records are kept and how they are disposed of

B. Replace privacy policies for disclosures

C. Determine which clinician may enter an order

D. Set the diagnosis code for each encounter

124. When planning a new service, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. A weekly inventory of office supplies

B. A paper sign-in sheet at the front desk

C. Routine audit-log monitoring with follow-up review

D. A patient-satisfaction survey

125. When planning a new service, when a business associate will handle protected health information, what is most important before disclosure?

A. Send only an invoice without identifying services

B. Give the associate unrestricted access first

C. Ask the associate to promise confidentiality orally

D. Establish an appropriate written business associate agreement

126. When planning a new service, what is the best response to a patient who requests an accounting of disclosures?

A. Provide another patient’s accounting as an example

B. Use the organization’s established process to evaluate and fulfill the request

C. Refer the patient to the billing department only

D. Automatically deny the request because it is complex

127. When planning a new service, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Portability

B. Accuracy

C. Timeliness

D. Accessibility

128. When planning a new service, a performance report excludes records with blank fields. What risk should the analyst assess?

A. Selection bias caused by nonrandom missing data

B. A reduction in printer toner use

C. A larger font being needed for the report

D. A change in the organization’s logo

129. When planning a new service, which approach most improves interoperability between two systems?

A. Allow each department to invent local codes

B. Require users to retype all information

C. Store each system’s data in an unstructured image

D. Use shared standards and clearly mapped data elements

130. When planning a new service, what is the main purpose of a claim edit before submission?

A. Create a legal health record inventory

B. Determine a patient’s clinical treatment plan

C. Identify potential errors or missing information for correction

D. Replace provider documentation requirements

131. When planning a new service, when should a provider query be used in the revenue cycle?

A. When clarification is needed to accurately reflect documented care

B. Instead of documenting a clinical encounter

C. Whenever a higher-paying code is available

D. After assigning a diagnosis without a record review

132. When planning a new service, which indicator most directly measures the time a receivable remains unpaid?

A. Percentage of records with an amendment

B. Average number of clinical staff

C. Number of active data definitions

D. Days in accounts receivable

133. When planning a new service, what is the most appropriate first step in planning a new HIM project?

A. Train staff before determining the workflow

B. Purchase technology before identifying needs

C. Define the problem, scope, stakeholders, and intended outcomes

D. Assign deadlines without discussing objectives

134. When planning a new service, which leadership practice best supports accountability on a project team?

A. Change priorities without communicating them

B. Assign clear responsibilities and monitor agreed milestones

C. Keep decision rights informal and unrecorded

D. Avoid discussing dependencies with the team

135. When planning a new service, a manager receives a complaint about a workflow. What is the best initial response?

A. Gather relevant facts and listen to the involved parties

B. Close the issue to avoid conflict

C. Assume the complaint is unfounded

D. Discipline the employee before investigation

136. During annual program evaluation, a master patient index contains two records that may represent the same person. What should the organization do?

A. Merge the records immediately to reduce the count

B. Delete the older record without review

C. Apply its approved duplicate-resolution workflow before merging

D. Create a third record for future visits

137. During annual program evaluation, which action best preserves the integrity of an amendment to a health record?

A. Replace the original entry with the corrected text

B. Retain the original entry and identify the amendment with date and author

C. Allow any staff member to overwrite the note

D. Remove the original entry after a verbal request

138. During annual program evaluation, what is the principal purpose of a data-retention schedule?

A. Determine which clinician may enter an order

B. Set the diagnosis code for each encounter

C. Replace privacy policies for disclosures

D. Specify how long records are kept and how they are disposed of

139. During annual program evaluation, a workforce member accesses a celebrity record without a work need. Which safeguard most directly detects this event?

A. Routine audit-log monitoring with follow-up review

B. A paper sign-in sheet at the front desk

C. A patient-satisfaction survey

D. A weekly inventory of office supplies

140. During annual program evaluation, when a business associate will handle protected health information, what is most important before disclosure?

A. Give the associate unrestricted access first

B. Ask the associate to promise confidentiality orally

C. Establish an appropriate written business associate agreement

D. Send only an invoice without identifying services

141. During annual program evaluation, what is the best response to a patient who requests an accounting of disclosures?

A. Refer the patient to the billing department only

B. Automatically deny the request because it is complex

C. Provide another patient’s accounting as an example

D. Use the organization’s established process to evaluate and fulfill the request

142. During annual program evaluation, which data-quality dimension addresses whether a value correctly reflects the real-world event?

A. Timeliness

B. Accuracy

C. Accessibility

D. Portability

143. During annual program evaluation, a performance report excludes records with blank fields. What risk should the analyst assess?

A. A larger font being needed for the report

B. A change in the organization’s logo

C. Selection bias caused by nonrandom missing data

D. A reduction in printer toner use

144. During annual program evaluation, which approach most improves interoperability between two systems?

A. Use shared standards and clearly mapped data elements

B. Require users to retype all information

C. Store each system’s data in an unstructured image

D. Allow each department to invent local codes

145. During annual program evaluation, what is the main purpose of a claim edit before submission?

A. Determine a patient’s clinical treatment plan

B. Identify potential errors or missing information for correction

C. Replace provider documentation requirements

D. Create a legal health record inventory

146. During annual program evaluation, when should a provider query be used in the revenue cycle?

A. Whenever a higher-paying code is available

B. After assigning a diagnosis without a record review

C. Instead of documenting a clinical encounter

D. When clarification is needed to accurately reflect documented care

147. During annual program evaluation, which indicator most directly measures the time a receivable remains unpaid?

A. Average number of clinical staff

B. Days in accounts receivable

C. Number of active data definitions

D. Percentage of records with an amendment

148. During annual program evaluation, what is the most appropriate first step in planning a new HIM project?

A. Define the problem, scope, stakeholders, and intended outcomes

B. Purchase technology before identifying needs

C. Assign deadlines without discussing objectives

D. Train staff before determining the workflow

149. During annual program evaluation, which leadership practice best supports accountability on a project team?

A. Keep decision rights informal and unrecorded

B. Avoid discussing dependencies with the team

C. Change priorities without communicating them

D. Assign clear responsibilities and monitor agreed milestones

150. During annual program evaluation, a manager receives a complaint about a workflow. What is the best initial response?

A. Assume the complaint is unfounded

B. Discipline the employee before investigation

C. Gather relevant facts and listen to the involved parties

D. Close the issue to avoid conflict

PRACTICE EXAM 9: ANSWER KEY AND EXPLANATIONS

1. D - During a system conversion, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

2. A - During a system conversion, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

3. C - During a system conversion, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

4. A - During a system conversion, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

5. D - During a system conversion, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

6. B - During a system conversion, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

7. C - During a system conversion, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

8. B - During a system conversion, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

9. A - During a system conversion, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

10. D - During a system conversion, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

11. B - During a system conversion, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

12. A - During a system conversion, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

13. C - During a system conversion, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

14. D - During a system conversion, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

15. A - During a system conversion, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

16. D - At an outpatient network, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

17. B - At an outpatient network, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

18. C - At an outpatient network, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

19. D - At an outpatient network, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

20. C - At an outpatient network, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

21. A - At an outpatient network, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

22. B - At an outpatient network, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

23. A - At an outpatient network, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

24. D - At an outpatient network, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

25. C - At an outpatient network, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

26. B - At an outpatient network, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

27. D - At an outpatient network, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

28. C - At an outpatient network, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

29. B - At an outpatient network, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

30. A - At an outpatient network, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

31. C - During a compliance review, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

32. B - During a compliance review, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

33. A - During a compliance review, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

34. D - During a compliance review, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

35. A - During a compliance review, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

36. D - During a compliance review, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

37. B - During a compliance review, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

38. C - During a compliance review, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

39. B - During a compliance review, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

40. D - During a compliance review, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

41. C - During a compliance review, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

42. A - During a compliance review, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

43. A - During a compliance review, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

44. D - During a compliance review, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

45. C - During a compliance review, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

46. B - After a reported near miss, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

47. B - After a reported near miss, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

48. D - After a reported near miss, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

49. C - After a reported near miss, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

50. A - After a reported near miss, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

51. B - After a reported near miss, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

52. D - After a reported near miss, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

53. A - After a reported near miss, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

54. C - After a reported near miss, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

55. A - After a reported near miss, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

56. D - After a reported near miss, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

57. B - After a reported near miss, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

58. C - After a reported near miss, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

59. D - After a reported near miss, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

60. A - After a reported near miss, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

61. C - While updating a policy, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

62. B - While updating a policy, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

63. A - While updating a policy, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

64. D - While updating a policy, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

65. C - While updating a policy, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

66. B - While updating a policy, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

67. B - While updating a policy, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

68. D - While updating a policy, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

69. A - While updating a policy, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

70. C - While updating a policy, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

71. D - While updating a policy, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

72. B - While updating a policy, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

73. A - While updating a policy, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

74. C - While updating a policy, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

75. A - While updating a policy, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

76. C - In a department meeting, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

77. B - In a department meeting, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

78. D - In a department meeting, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

79. D - In a department meeting, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

80. A - In a department meeting, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

81. C - In a department meeting, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

82. B - In a department meeting, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

83. D - In a department meeting, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

84. C - In a department meeting, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

85. B - In a department meeting, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

86. A - In a department meeting, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

87. D - In a department meeting, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

88. A - In a department meeting, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

89. B - In a department meeting, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

90. C - In a department meeting, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

91. C - During a quality-improvement project, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

92. D - During a quality-improvement project, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

93. A - During a quality-improvement project, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

94. B - During a quality-improvement project, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

95. C - During a quality-improvement project, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

96. D - During a quality-improvement project, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

97. A - During a quality-improvement project, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

98. C - During a quality-improvement project, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

99. B - During a quality-improvement project, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

100. B - During a quality-improvement project, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

101. A - During a quality-improvement project, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

102. D - During a quality-improvement project, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

103. B - During a quality-improvement project, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

104. D - During a quality-improvement project, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

105. C - During a quality-improvement project, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

106. A - After an internal audit, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

107. B - After an internal audit, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

108. D - After an internal audit, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

109. A - After an internal audit, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

110. C - After an internal audit, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

111. B - After an internal audit, use the organization's established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

112. A - After an internal audit, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

113. D - After an internal audit, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

114. C - After an internal audit, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

115. B - After an internal audit, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

116. A - After an internal audit, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

117. C - After an internal audit, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

118. D - After an internal audit, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

119. A - After an internal audit, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

120. D - After an internal audit, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

121. B - When planning a new service, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

122. C - When planning a new service, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

123. A - When planning a new service, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

124. C - When planning a new service, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

125. D - When planning a new service, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

126. B - When planning a new service, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

127. B - When planning a new service, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

128. A - When planning a new service, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

129. D - When planning a new service, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

130. C - When planning a new service, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

131. A - When planning a new service, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

132. D - When planning a new service, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

133. C - When planning a new service, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

134. B - When planning a new service, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

135. A - When planning a new service, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

136. C - During annual program evaluation, apply its approved duplicate-resolution workflow before merging is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

137. B - During annual program evaluation, retain the original entry and identify the amendment with date and author is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

138. D - During annual program evaluation, specify how long records are kept and how they are disposed of is the best response. It applies a information governance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

139. A - During annual program evaluation, routine audit-log monitoring with follow-up review is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

140. C - During annual program evaluation, establish an appropriate written business associate agreement is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

141. D - During annual program evaluation, use the organization’s established process to evaluate and fulfill the request is the best response. It applies a compliance control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

142. B - During annual program evaluation, accuracy is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question. This supports reliable daily operations.

143. C - During annual program evaluation, selection bias caused by nonrandom missing data is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

144. A - During annual program evaluation, use shared standards and clearly mapped data elements is the best response. It applies a analytics and informatics control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

145. B - During annual program evaluation, identify potential errors or missing information for correction is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

146. D - During annual program evaluation, when clarification is needed to accurately reflect documented care is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

147. B - During annual program evaluation, days in accounts receivable is the best response. It applies a revenue management control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

148. A - During annual program evaluation, define the problem, scope, stakeholders, and intended outcomes is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

149. D - During annual program evaluation, assign clear responsibilities and monitor agreed milestones is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.

150. C - During annual program evaluation, gather relevant facts and listen to the involved parties is the best response. It applies a management and leadership control, creates a documented process, and supports accountability. It also protects information integrity and consistent practice. The other choices skip needed safeguards, misuse information, or fail to resolve the problem described in the question.