

PRACTICE EXAM 7: RHIA SIMULATION (150 QUESTIONS)

This 150-question practice exam is designed around AHIMA RHIA content areas: information governance; compliance with uses and disclosures of PHI; data analytics and informatics; revenue management; and management and leadership. Select the one best answer for each question. This is an original practice resource, not an official AHIMA examination.

1. An effective leader builds accountability by
 - A. assigning responsibility without authority as the primary operational approach
 - B. setting clear expectations and following up on commitments
 - C. keeping goals secret as the primary operational approach
 - D. avoiding performance measures as the primary operational approach
2. A stakeholder analysis helps a project team
 - A. identify affected groups and plan appropriate engagement
 - B. avoid communication as the primary operational approach
 - C. replace project scheduling as the primary operational approach
 - D. remove project risks as the primary operational approach
3. A manager should address an employee performance issue by
 - A. changing the job description without notice
 - B. waiting indefinitely without discussion as the primary operational approach
 - C. using timely, specific, documented feedback and support
 - D. making public accusations as the primary operational approach
4. The purpose of a quality-improvement cycle is to
 - A. test changes, study results, and refine the process
 - B. eliminate stakeholder feedback as the primary operational approach
 - C. make one change without measurement as the primary operational approach
 - D. avoid documenting outcomes as the primary operational approach
5. A risk register should document
 - A. only patient diagnoses as the primary operational approach
 - B. identified risks, likelihood, impact, owners, and responses
 - C. only completed projects as the primary operational approach
 - D. only payroll information as the primary operational approach
6. Succession planning is intended to
 - A. avoid employee development as the primary operational approach
 - B. eliminate training budgets as the primary operational approach
 - C. replace all current staff immediately

- D. prepare qualified people for critical future roles
7. A manager should communicate a decision most effectively by
- A. sending incomplete information as the primary operational approach
 - B. explaining the rationale, expectations, and next steps
 - C. waiting until rumors spread as the primary operational approach
 - D. sharing only with a few employees
8. The best performance measure for a department should be
- A. selected only because competitors use it
 - B. easy to collect but unrelated to work
 - C. aligned with its goals and within its influence
 - D. based on another department's mission as the primary operational approach
9. A policy differs from a procedure because a policy
- A. states guiding rules while a procedure describes steps
 - B. is always longer than a procedure
 - C. applies only to information systems as the primary operational approach
 - D. never requires approval as the primary operational approach
10. The primary purpose of internal controls is to
- A. increase unauthorized access as the primary operational approach
 - B. guarantee no errors can occur
 - C. eliminate all management oversight as the primary operational approach
 - D. reduce risk and support reliable, compliant operations
11. A manager evaluating vendor performance should use
- A. the vendor's office location as the primary operational approach
 - B. informal impressions alone as the primary operational approach
 - C. defined service levels, outcomes, and contract expectations
 - D. only the vendor's advertising as the primary operational approach
12. A contingency plan should be tested to
- A. eliminate system backups as the primary operational approach
 - B. avoid documenting procedures as the primary operational approach
 - C. replace risk assessment as the primary operational approach
 - D. identify gaps before an actual disruption occurs
13. A business continuity plan addresses
- A. only annual budgeting as the primary operational approach

- B. how essential operations will continue during disruption
 - C. only new-hire orientation as the primary operational approach
 - D. the normal document filing sequence
- 14.** The most appropriate response to an ethical concern is to
- A. use established reporting and escalation processes
 - B. delete related documents as the primary operational approach
 - C. discuss it publicly without facts
 - D. ignore it if no one complains
- 15.** A conflict-of-interest disclosure helps
- A. eliminate the need for oversight
 - B. guarantee every decision is unethical
 - C. identify relationships that could affect objective decisions
 - D. replace a code of conduct
- 16.** An effective meeting agenda should
- A. avoid action items as the primary operational approach
 - B. be created after the meeting
 - C. exclude all participants as the primary operational approach
 - D. state objectives, topics, timing, and expected decisions
- 17.** The purpose of a balanced scorecard is to
- A. avoid setting targets as the primary operational approach
 - B. track performance across several aligned perspectives
 - C. replace individual job descriptions
 - D. measure only cost as the primary operational approach
- 18.** A manager should use a root-cause approach when
- A. a single compliment is received as the primary operational approach
 - B. a recurring problem requires understanding of underlying contributors
 - C. a new logo is selected as the primary operational approach
 - D. an office move is planned as the primary operational approach
- 19.** A workflow map is useful for
- A. visualizing steps, handoffs, decisions, and opportunities for improvement
 - B. assigning diagnostic codes as the primary operational approach
 - C. replacing all policy documents as the primary operational approach
 - D. calculating patient charges as the primary operational approach

20. A staffing plan should be based primarily on
- A. the color of departmental reports
 - B. employee friendships as the primary operational approach
 - C. the age of office furniture
 - D. workload, service needs, competencies, and available resources
21. The best way to assess training effectiveness is to
- A. ask only whether the room was comfortable as the primary operational approach
 - B. measure the length of the session as the primary operational approach
 - C. measure whether learners can apply the expected behavior or skill
 - D. count the number of slides shown as the primary operational approach
22. A leader addressing resistance to change should first
- A. listen to concerns and explain the purpose and impact of the change
 - B. discipline every questioner as the primary operational approach
 - C. withhold implementation information as the primary operational approach
 - D. dismiss all concerns as the primary operational approach
23. A RACI matrix helps clarify
- A. which data are de-identified as the primary operational approach
 - B. which records can be destroyed
 - C. which codes are payable as the primary operational approach
 - D. who is responsible, accountable, consulted, and informed
24. A project charter should define
- A. only the project font as the primary operational approach
 - B. scope, objectives, roles, authority, and success criteria
 - C. every future operational policy as the primary operational approach
 - D. individual employee benefits as the primary operational approach
25. Change management should include
- A. no assessment of workflow impact
 - B. only a go-live date
 - C. communication, stakeholder engagement, training, and reinforcement
 - D. elimination of user support
26. A key purpose of performance feedback is to
- A. reinforce strengths and address specific improvement needs
 - B. replace employee training as the primary operational approach

- C. avoid setting expectations as the primary operational approach
- D. document personal opinions only as the primary operational approach

27. Delegation is most effective when a manager

- A. assigns authority, clarifies expectations, and monitors outcomes
- B. assigns tasks without context as the primary operational approach
- C. retains all decisions personally as the primary operational approach
- D. avoids feedback as the primary operational approach

28. A budget variance report compares

- A. one employee with another employee as the primary operational approach
- B. audit logs with user passwords as the primary operational approach
- C. actual results with the approved budget or forecast
- D. patient identifiers with account numbers as the primary operational approach

29. The most appropriate first step in managing a process problem is to

- A. change every workflow at once as the primary operational approach
- B. define the problem using data and stakeholder input
- C. assign blame immediately as the primary operational approach
- D. select a solution before understanding the issue

30. A strategic plan should translate the organization's mission into

- A. a collection of unrelated projects
- B. a replacement for policies
- C. only a list of staff names
- D. priorities, goals, measures, and action plans

31. Revenue-cycle compliance requires an organization to

- A. avoid coding audits as the primary operational approach
- B. submit claims without review as the primary operational approach
- C. maximize charges regardless of support as the primary operational approach
- D. bill only for services supported by accurate documentation

32. The most useful response to an unexplained payment variance is to

- A. review contract terms, coding, charges, and remittance detail
- B. remove the claim from accounts receivable
- C. immediately write off the balance as the primary operational approach
- D. assume the payer is correct as the primary operational approach

33. A payment variance analysis compares

- A. retention periods with audit logs as the primary operational approach
 - B. the number of users with the number of patients
 - C. expected reimbursement with actual reimbursement received as the primary operational approach
 - D. training dates with discharge dates as the primary operational approach
- 34.** The purpose of an internal claim scrubber is to
- A. replace coding guidelines as the primary operational approach
 - B. detect common errors before a claim is transmitted
 - C. remove all documentation from a claim
 - D. change payer contracts as the primary operational approach
- 35.** A registration-quality audit should examine
- A. patient demographics, coverage, and authorization data accuracy
 - B. only coder productivity as the primary operational approach
 - C. only the number of waiting-room chairs
 - D. the server-room temperature as the primary operational approach
- 36.** A key performance indicator for charge lag measures
- A. time between two staff meetings
 - B. time between service delivery and charge entry
 - C. time between backups as the primary operational approach
 - D. time between policy revisions as the primary operational approach
- 37.** A payer remittance advice is used to
- A. document a privacy breach
 - B. set a retention period
 - C. explain payment, adjustments, and claim disposition
 - D. define a data element
- 38.** The purpose of coding audits is to
- A. set employee vacation schedules
 - B. eliminate provider documentation as the primary operational approach
 - C. create patient portal accounts
 - D. evaluate coding accuracy, completeness, and compliance
- 39.** Overbilling creates risk because it
- A. replaces claim edits as the primary operational approach
 - B. reduces audit exposure as the primary operational approach
 - C. may produce inaccurate claims and compliance concerns

- D. always speeds payment as the primary operational approach
- 40.** Underbilling creates risk because it
- A. eliminates audits as the primary operational approach
 - B. can result in missed legitimate reimbursement
 - C. makes documentation unnecessary as the primary operational approach
 - D. always improves compliance as the primary operational approach
- 41.** A revenue-cycle dashboard should include
- A. individual staff passwords as the primary operational approach
 - B. only a list of payer names
 - C. scanned policy documents as the primary operational approach
 - D. defined metrics, targets, trends, and accountable owners
- 42.** The best indicator of a successful denial-prevention initiative is
- A. a sustained reduction in preventable denial rates
 - B. a larger list of denial codes
 - C. fewer documented workflows as the primary operational approach
 - D. more manual rework as the primary operational approach
- 43.** An appeal should include
- A. only a request for faster payment
 - B. evidence and rationale addressing the payer's denial reason
 - C. unrelated clinical records as the primary operational approach
 - D. a new patient identifier as the primary operational approach
- 44.** Medical necessity documentation is important because it
- A. supports the rationale for services billed to a payer
 - B. eliminates claim edits as the primary operational approach
 - C. determines employee productivity as the primary operational approach
 - D. replaces patient consent as the primary operational approach
- 45.** A charge capture audit evaluates whether
- A. all employees received a charge code
 - B. all data are de-identified as the primary operational approach
 - C. all charts are printed as the primary operational approach
 - D. billable services were recorded accurately and completely
- 46.** The best way to reduce recurring registration denials is to
- A. remove insurance verification as the primary operational approach

- B. resubmit claims without correcting data
- C. analyze causes and correct front-end workflow defects
- D. delay patient registration as the primary operational approach

47. A write-off should be

- A. used to conceal every denial as the primary operational approach
- B. entered before charges are reviewed as the primary operational approach
- C. supported by an approved reason and documented policy
- D. applied without authorization as the primary operational approach

48. The accounts receivable aging report helps leaders monitor

- A. how many records are retained
- B. how long balances have remained unpaid
- C. how many users accessed a chart
- D. the age of employees

49. Prior authorization is important because it

- A. may be required by a payer before certain services are covered
- B. eliminates documentation needs as the primary operational approach
- C. replaces patient registration as the primary operational approach
- D. guarantees medical necessity as the primary operational approach

50. A revenue integrity program aims to

- A. maximize charges regardless of documentation
- B. replace payer contracts as the primary operational approach
- C. eliminate internal controls as the primary operational approach
- D. support accurate charging, coding, billing, and compliance

51. The most appropriate response to a coding-related denial is to

- A. automatically change the code to any payable code
- B. ignore the payer notice as the primary operational approach
- C. review the record, coding, policy, and payer rationale before appeal
- D. delete the claim from the system as the primary operational approach

52. A clean claim is one that

- A. has no diagnosis or procedure codes
- B. is submitted without patient identifiers
- C. is always paid at the highest rate
- D. contains complete and accurate information for processing

53. A payer contract should be reviewed to understand
- A. records storage layout as the primary operational approach
 - B. coverage, payment terms, authorization, and filing requirements
 - C. the organization's data dictionary as the primary operational approach
 - D. patient portal design as the primary operational approach
54. The purpose of a charge reconciliation process is to
- A. compare services documented with charges captured
 - B. compare salaries with job titles
 - C. compare passwords with user names
 - D. compare retention schedules with policy names
55. A late charge is a charge that
- A. is a patient privacy request as the primary operational approach
 - B. represents a duplicate patient record as the primary operational approach
 - C. must always be removed from the account
 - D. was not entered during the normal charge-capture process
56. Clinical documentation integrity supports revenue management by
- A. improving completeness and clarity of the record supporting coded data
 - B. eliminating provider documentation as the primary operational approach
 - C. guaranteeing payment for every claim as the primary operational approach
 - D. replacing coding professionals as the primary operational approach
57. A denial management program should first focus on
- A. ignoring payer correspondence as the primary operational approach
 - B. changing diagnosis codes without evidence
 - C. identifying denial patterns and their root causes
 - D. resubmitting every claim without review
58. The revenue cycle begins when
- A. a dashboard is printed as the primary operational approach
 - B. services are scheduled or provided and patient information is captured
 - C. the record is destroyed as the primary operational approach
 - D. the annual budget is approved as the primary operational approach
59. A claim edit is used to
- A. identify potential billing errors before claim submission
 - B. approve all denials automatically as the primary operational approach

- C. replace clinical documentation as the primary operational approach
- D. remove payer contracts as the primary operational approach

60. The chargemaster is best described as

- A. a list of employee salaries as the primary operational approach
- B. a privacy incident log as the primary operational approach
- C. a patient index as the primary operational approach
- D. the organization's catalog of billable items and services

61. The best first step when a dashboard value is unexpected is to

- A. delete the dashboard as the primary operational approach
- B. publish it without review as the primary operational approach
- C. verify definitions, source data, and calculation logic
- D. change the target as the primary operational approach

62. A measure is valid when it

- A. has the largest sample size as the primary operational approach
- B. actually represents the concept it intends to measure
- C. is stored electronically as the primary operational approach
- D. uses a complex formula as the primary operational approach

63. A measure is reliable when it

- A. is displayed in a pie chart
- B. always produces a high result
- C. produces consistent results under consistent conditions
- D. is collected only once

64. A frequency distribution shows

- A. the order of user access
- B. how often values or categories occur
- C. the name of every patient
- D. the legal owner of each record

65. An extract-transform-load process is used to

- A. audit physical access as the primary operational approach
- B. create patient consent forms as the primary operational approach
- C. scan paper records into an EHR
- D. prepare data from sources for a target repository

66. A data warehouse is commonly designed to

- A. support integrated reporting and analysis across sources
- B. eliminate source-system controls as the primary operational approach
- C. replace bedside documentation as the primary operational approach
- D. store only email messages as the primary operational approach

67. Root-cause analysis is used to

- A. replace performance measurement as the primary operational approach
- B. assign blame without evidence
- C. increase the number of dashboards
- D. identify underlying contributors to a problem

68. An outlier is a value that

- A. should always be deleted as the primary operational approach
- B. differs markedly from the rest of the data
- C. always indicates an error as the primary operational approach
- D. is the median by definition as the primary operational approach

69. A standard terminology improves analytics by

- A. making comparable concepts more consistently represented
- B. preventing data collection as the primary operational approach
- C. removing clinical context as the primary operational approach
- D. allowing unlimited local abbreviations

70. Data mapping documents

- A. the hospital parking layout as the primary operational approach
- B. where office furniture is placed as the primary operational approach
- C. how fields in one system correspond to fields in another
- D. which employees take breaks as the primary operational approach

71. A predictive model should be monitored because

- A. performance can change as populations and data change
- B. only programmers use model outputs as the primary operational approach
- C. models never need validation as the primary operational approach
- D. predictions become facts after deployment as the primary operational approach

72. A clinical decision support alert should be evaluated for

- A. whether it replaces all clinician judgment
- B. its impact on workflow, accuracy, and alert burden
- C. whether it uses the largest font

D. whether it removes audit logs as the primary operational approach

73. A data-quality report should identify

- A. only the report author as the primary operational approach
- B. the names of every software vendor
- C. only successful records as the primary operational approach
- D. the measure, source, time period, and exceptions found

74. A relational database links tables through

- A. random colors
- B. a shared printer
- C. common fields or keys
- D. paper forms

75. The purpose of a unique key in a database table is to

- A. identify each row distinctly
- B. replace the data dictionary
- C. define a retention period
- D. store the longest narrative note

76. A data validation edit checks whether

- A. all reports use the same color
- B. all patients have the same diagnosis
- C. entered data meet defined rules or allowable values
- D. all users have administrator rights as the primary operational approach

77. A line chart is usually best for

- A. showing a single categorical label
- B. showing a measure across time periods
- C. listing individual policies as the primary operational approach
- D. mapping user permissions as the primary operational approach

78. A bar chart is usually best for

- A. displaying a single data definition
- B. documenting a legal hold
- C. showing a complex patient narrative
- D. comparing categories as the primary operational approach

79. The median is the

- A. sum of all values

- B. most frequently occurring value
- C. largest value in a set
- D. middle value after observations are ordered

80. The mean is most affected by

- A. the number of spreadsheet tabs
- B. extreme values in a distribution
- C. the order of alphabetized names
- D. the color used in a chart

81. A data extract should include

- A. clear selection criteria and a documented source
- B. unverified duplicate records as the primary operational approach
- C. only the analyst's preferred fields
- D. unlabeled columns as the primary operational approach

82. Interoperability refers to the ability of systems to

- A. store only scanned documents
- B. use the same brand of hardware
- C. exchange information and use it meaningfully
- D. avoid data standards as the primary operational approach

83. An interface engine commonly supports

- A. paper record filing as the primary operational approach
- B. exchange and routing of data among information systems
- C. medical coding education only as the primary operational approach
- D. physical security patrols as the primary operational approach

84. Data normalization in a database helps

- A. replace data validation as the primary operational approach
- B. remove all relationships among tables
- C. increase duplicate values as the primary operational approach
- D. reduce redundancy and improve data consistency

85. A benchmark is used to

- A. create patient identifiers as the primary operational approach
- B. replace internal quality measures as the primary operational approach
- C. compare performance with a defined reference point
- D. determine legal retention as the primary operational approach

- 86.** A trend analysis is designed to examine
- A. changes in a measure over time
 - B. employee vacation patterns only
 - C. the length of policy documents
 - D. the physical location of records
- 87.** A data visualization is most useful when it
- A. hides the data source as the primary operational approach
 - B. omits labels to save space as the primary operational approach
 - C. uses as many colors as possible as the primary operational approach
 - D. matches the display type to the question being asked
- 88.** The denominator in a rate should represent
- A. only the highest-performing group as the primary operational approach
 - B. the relevant population or opportunities for the event
 - C. the number of analysts assigned as the primary operational approach
 - D. all data fields in the database
- 89.** The numerator in a rate is the
- A. number of data elements available as the primary operational approach
 - B. date the report was created as the primary operational approach
 - C. number of events or cases meeting the defined condition
 - D. population at risk in every situation as the primary operational approach
- 90.** A dashboard's primary purpose is to
- A. present key performance information for timely decision-making
 - B. store paper records as the primary operational approach
 - C. replace all source systems as the primary operational approach
 - D. eliminate data governance as the primary operational approach
- 91.** The strongest safeguard for workstation privacy in a public area is
- A. printing every record as the primary operational approach
 - B. automatic screen locking and physical positioning away from public view
 - C. sharing a workstation password as the primary operational approach
 - D. turning off audit logs as the primary operational approach
- 92.** Before using PHI for marketing, an organization should
- A. assume treatment permission is enough as the primary operational approach
 - B. remove the patient name from the billing system

- C. determine whether authorization is required for the proposed communication
 - D. send the message without review as the primary operational approach
- 93.** A business associate that handles PHI should be evaluated for
- A. its ability to meet contractual privacy and security obligations
 - B. its marketing slogan as the primary operational approach
 - C. its employee parking availability as the primary operational approach
 - D. its office decor as the primary operational approach
- 94.** An incident response plan should specify
- A. the preferred typeface for reports
 - B. a patient's diagnosis list as the primary operational approach
 - C. only the annual budget as the primary operational approach
 - D. roles, escalation, containment, investigation, and documentation steps
- 95.** The best evidence that access reviews are effective is
- A. an increase in open access
 - B. a policy that has never been read
 - C. a list of old passwords
 - D. documented findings, remediation, and follow-up
- 96.** A use of PHI within an organization should still be limited by
- A. the user's personal interest
 - B. role, purpose, and minimum necessary considerations
 - C. the record's color as the primary operational approach
 - D. the number of available printers
- 97.** A secure destruction method for electronic media is
- A. using an approved method that renders data unrecoverable
 - B. removing the monitor as the primary operational approach
 - C. renaming the files as the primary operational approach
 - D. moving files to a desktop folder
- 98.** A secure destruction method for paper PHI is
- A. storing it indefinitely in a hallway
 - B. leaving it at a public printer
 - C. cross-cut shredding through an approved process
 - D. placing it in an open recycling bin
- 99.** An organization's privacy training should be provided to

- A. only the privacy officer as the primary operational approach
 - B. only external auditors as the primary operational approach
 - C. only physicians as the primary operational approach
 - D. all relevant workforce members, including new personnel
- 100.** A covered entity should verify a requester's identity before releasing PHI to
- A. ensure the requester is entitled to receive the information
 - B. avoid maintaining an accounting as the primary operational approach
 - C. reduce coding turnaround time as the primary operational approach
 - D. increase the number of disclosures as the primary operational approach
- 101.** The purpose of a sanction policy is to
- A. replace employee training as the primary operational approach
 - B. apply consistent consequences for privacy or security violations
 - C. avoid incident documentation as the primary operational approach
 - D. reward every user with more access
- 102.** A signed confidentiality agreement primarily reminds workers to
- A. approve insurance claims as the primary operational approach
 - B. retain records permanently as the primary operational approach
 - C. protect information encountered in their work
 - D. change data definitions as the primary operational approach
- 103.** The appropriate response to a misdirected fax containing PHI is to
- A. ignore it if the recipient is unknown as the primary operational approach
 - B. send a duplicate fax to everyone as the primary operational approach
 - C. erase the patient from the system as the primary operational approach
 - D. promptly attempt retrieval, contain the disclosure, and document the event
- 104.** A privacy officer is commonly responsible for
- A. overseeing privacy compliance and investigating concerns
 - B. approving every capital project
 - C. selecting all diagnosis codes
 - D. performing clinical care as the primary operational approach
- 105.** An access log is most useful for determining
- A. which documents need scanning as the primary operational approach
 - B. which patient has the highest charges
 - C. who viewed or acted on information and when

D. how long a clinician has worked

106. A breach notification decision should be based on

- A. the number of staff on duty
- B. a documented assessment of the applicable notification requirements
- C. whether the record was electronic as the primary operational approach
- D. the patient's insurance plan as the primary operational approach

107. The least-privilege principle means users receive

- A. administrative rights by default as the primary operational approach
- B. access based on personal relationships as the primary operational approach
- C. the lowest level of access needed for their work
- D. unlimited access after orientation as the primary operational approach

108. A patient's right to request a restriction means the organization should

- A. automatically deny every request as the primary operational approach
- B. evaluate the request and honor it when required or agreed
- C. release the record to any family member as the primary operational approach
- D. delete the entire record as the primary operational approach

109. Encryption most directly protects ePHI by

- A. eliminating the need for access controls
- B. replacing backups as the primary operational approach
- C. proving every disclosure is permitted
- D. making data unreadable without an authorized key

110. The main purpose of a risk analysis is to

- A. identify threats, vulnerabilities, and potential impacts to ePHI
- B. determine staffing schedules as the primary operational approach
- C. assign diagnosis codes as the primary operational approach
- D. count all paper forms as the primary operational approach

111. A workforce member who accesses a neighbor's record out of curiosity has violated

- A. the organization's privacy and access policies
- B. revenue cycle policy only
- C. coding convention rules as the primary operational approach
- D. the retention schedule only

112. The security principle of unique user identification supports

- A. removing all audit logs as the primary operational approach

- B. sharing one password within a department
- C. allowing anonymous chart access as the primary operational approach
- D. attributing system activity to a specific individual

113. A disclosure to a third party should be evaluated for

- A. whether the patient has a future appointment as the primary operational approach
- B. a permitted purpose, authorization when required, and minimum necessary scope
- C. the age of the paper record as the primary operational approach
- D. whether the recipient prefers fax as the primary operational approach

114. A notice of privacy practices primarily informs patients about

- A. coding productivity targets as the primary operational approach
- B. the hospital cafeteria menu as the primary operational approach
- C. how their information may be used and their privacy rights
- D. vendor licensing terms as the primary operational approach

115. Which control most directly discourages inappropriate record viewing?

- A. Routine audit-log monitoring with follow-up
- B. A longer retention period
- C. More paper charts
- D. A larger waiting room

116. Role-based access is designed to

- A. give every employee the same permissions
- B. allow access based on seniority alone
- C. replace user authentication as the primary operational approach
- D. limit system access according to job responsibilities

117. The best first step after discovering a potential privacy incident is to

- A. immediately notify the media as the primary operational approach
- B. contain the incident and begin a documented assessment
- C. delete all related audit logs as the primary operational approach
- D. wait until the next annual review

118. A valid authorization for disclosure should identify

- A. only the patient diagnosis as the primary operational approach
- B. the organization marketing budget as the primary operational approach
- C. the employee who scanned the record
- D. the information, recipient, purpose, and required authorizations

- 119.** A patient requests an accounting of disclosures. The HIM department should
- A. delete disclosure logs as the primary operational approach
 - B. refuse all requests without review as the primary operational approach
 - C. follow the applicable accounting requirements and document its response
 - D. provide only billing statements as the primary operational approach
- 120.** Under the HIPAA minimum necessary standard, workforce members should access
- A. only the PHI needed to perform their assigned task
 - B. only de-identified information in every circumstance as the primary operational approach
 - C. the complete record of every patient as the primary operational approach
 - D. all records requested by a colleague as the primary operational approach
- 121.** A governance metric should be most closely tied to
- A. the age of the database as the primary operational approach
 - B. the stated objective and decision the program supports
 - C. the length of policy documents as the primary operational approach
 - D. the number of meetings held as the primary operational approach
- 122.** The purpose of an enterprise identifier crosswalk is to
- A. calculate a quality rate
 - B. replace all patient identifiers
 - C. relate identifiers used across multiple systems
 - D. create a new retention schedule
- 123.** Which activity is part of information lifecycle management?
- A. Scheduling clinic visits as the primary operational approach
 - B. Selecting a patient diagnosis as the primary operational approach
 - C. Negotiating a payer contract as the primary operational approach
 - D. Disposition of records at the end of retention
- 124.** A data classification scheme helps determine
- A. which clinician may diagnose a patient
 - B. the sequence of procedures
 - C. appropriate handling and protection requirements
 - D. whether a claim is paid
- 125.** The best indicator that a retention schedule is being followed is
- A. documented, consistent disposition performed under approved rules
 - B. more printed reports as the primary operational approach

- C. fewer user passwords as the primary operational approach
- D. increasing storage costs as the primary operational approach

126. A data custodian typically focuses on

- A. deciding clinical treatment as the primary operational approach
- B. technical storage, backup, and access implementation
- C. approving organization-wide definitions as the primary operational approach
- D. authorizing insurance claims as the primary operational approach

127. A business associate agreement is important because it

- A. creates clinical documentation templates as the primary operational approach
- B. defines safeguards and permitted handling of protected information
- C. sets employee pay rates as the primary operational approach
- D. sets coding productivity standards as the primary operational approach

128. De-identification is intended to

- A. reduce the risk that data can identify an individual
- B. make records more complete as the primary operational approach
- C. convert all records to paper as the primary operational approach
- D. replace access controls as the primary operational approach

129. The strongest governance response to conflicting data definitions is to

- A. wait until an audit occurs
- B. let each report retain its own definition
- C. resolve them through a designated decision-making process
- D. delete both definitions as the primary operational approach

130. A data-quality rule that checks whether a discharge date precedes an admission date evaluates

- A. user training completion
- B. retention status
- C. data ownership
- D. validity and logical consistency

131. Which item belongs in an information asset inventory?

- A. System owner and data classification
- B. Printer toner level
- C. Office seating map
- D. Employee lunch preferences

132. The primary reason to use a unique patient identifier is to

- A. avoid consent management as the primary operational approach
- B. reduce the risk of linking care to the wrong person
- C. replace demographic verification as the primary operational approach
- D. increase the number of accounts as the primary operational approach

133. A record series is best described as

- A. a list of staff credentials as the primary operational approach
- B. a financial statement as the primary operational approach
- C. one page in a patient chart as the primary operational approach
- D. a group of records maintained for a common purpose

134. Which practice best protects record integrity?

- A. Allowing users to overwrite prior entries silently
- B. Deleting amended documentation as the primary operational approach
- C. Maintaining version history and audit trails
- D. Sharing generic accounts as the primary operational approach

135. When an organization changes an enterprise definition, it should first

- A. turn off all user access
- B. delete historical data as the primary operational approach
- C. assess downstream reports, interfaces, and workflows
- D. replace the MPI as the primary operational approach

136. A governance charter should clearly specify

- A. only the project budget as the primary operational approach
- B. scope, decision rights, roles, and escalation paths
- C. individual employee vacation schedules as the primary operational approach
- D. the color of dashboard charts

137. A controlled vocabulary improves interoperability by

- A. allowing each system to invent synonyms
- B. requiring paper documentation as the primary operational approach
- C. removing all clinical terms as the primary operational approach
- D. using consistent terms for the same concept

138. The best measure of data accuracy compares a value with

- A. the authoritative source or verified reality
- B. the longest value in the field
- C. a randomly selected dashboard

D. the oldest available report

139. A data steward is most responsible for

- A. representing patients in court
- B. approving all capital purchases
- C. performing every system backup
- D. managing data definitions and data-quality issues

140. Which is an example of a data quality dimension?

- A. File size
- B. Completeness
- C. Popularity
- D. Color

141. A retention policy should be reviewed when

- A. laws, regulations, or business needs materially change
- B. a department changes its logo
- C. a single user requests more storage
- D. the calendar year changes without other reason

142. Data lineage describes

- A. the number of patients seen each day
- B. the physical layout of a data center
- C. how data move and change from source through use
- D. the organization chart for HIM as the primary operational approach

143. The purpose of a data dictionary is to

- A. replace coding guidelines as the primary operational approach
- B. document only financial transactions as the primary operational approach
- C. define data elements and their allowable values
- D. serve as a list of user passwords

144. Which control best detects duplicate patient records?

- A. Routine duplicate-record matching and merge review
- B. Increasing document scanning volume as the primary operational approach
- C. Removing patient identifiers from the MPI
- D. Assigning a new identifier at every visit

145. A master patient index is chiefly used to

- A. replace the EHR audit trail as the primary operational approach

- B. link records that belong to the same patient
 - C. store payroll data as the primary operational approach
 - D. calculate hospital charges as the primary operational approach
- 146.** A legal hold requires an organization to
- A. release all records to the public
 - B. remove the records from the retention schedule forever
 - C. destroy records before litigation begins as the primary operational approach
 - D. suspend normal destruction for relevant information
- 147.** The most appropriate role for approving an enterprise data definition is the
- A. records scanning clerk as the primary operational approach
 - B. individual analyst who first uses it
 - C. vendor help desk as the primary operational approach
 - D. data governance council as the primary operational approach
- 148.** A metadata repository primarily helps an organization
- A. avoid assigning data stewards as the primary operational approach
 - B. standardize definitions, lineage, and permitted uses of data
 - C. eliminate data quality monitoring as the primary operational approach
 - D. replace all clinical documentation as the primary operational approach
- 149.** Which action best supports information governance?
- A. Assigning accountable owners for data assets
 - B. Deleting audit logs monthly as the primary operational approach
 - C. Allowing each user to define data independently
 - D. Storing all data in one shared folder
- 150.** A hospital is establishing a retention schedule. What is the best starting point?
- A. Retain every record indefinitely as the primary operational approach
 - B. Use only storage capacity estimates
 - C. Inventory record series and applicable legal requirements
 - D. Follow the preferences of each department

90. A - This is the best answer because it applies the core data analytics and informatics principle described in the question. The other choices either omit a necessary control, focus on an unrelated operational activity, or recommend an action that creates avoidable risk. In practice, the selected approach should be documented, consistently applied, and monitored for effectiveness.

91. B - This is the best answer because it applies the core compliance with uses and disclosures of phi principle described in the question. The other choices either omit a necessary control, focus on an unrelated operational activity, or recommend an action that creates avoidable risk. In practice, the selected approach should be documented, consistently applied, and monitored for effectiveness.

92. C - This is the best answer because it applies the core compliance with uses and disclosures of phi principle described in the question. The other choices either omit a necessary control, focus on an unrelated operational activity, or recommend an action that creates avoidable risk. In practice, the selected approach should be documented, consistently applied, and monitored for effectiveness.

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