



CERTIFIED MEDICAL ASSISTANT TEST

NAME: _____

DATE: _____

1. **Which of the following terms describes the body's ability to maintain its normal state?**
 - a. Anabolism
 - b. Tolerance
 - c. Homeostasis
 - d. Metabolism

2. **Which of the following is classified as *subjective* information for patient charts?**
 - a. Physical examination and laboratory reports
 - b. Patient's family history
 - c. Prescribed treatment and progress notes
 - d. Diagnosis and prognosis

3. **The most popular bookkeeping system for doctors' offices is**
 - a. Accountant
 - b. Single entry
 - c. Pegboard
 - d. Double entry

4. **In which of the following positions does a patient lie face down?**
 - a. Prone
 - b. Dorsal
 - c. Supine
 - d. Lateral

5. **The 3 major functions of the digestive system are**
 - a. Mastication, deglutition, elimination
 - b. Esophagus, stomach, and intestines
 - c. Mastication, deglutition, and borborygmus
 - d. Digestion, absorption, and elimination

6. **When taking measures to reduce a patient's pain, the CMA can do all of the following without a doctor's orders except**
- Give patient pain medication
 - Reduce noise and disturbance
 - Provide distraction or diversion
 - Gently help the patient into a position of comfort unless contraindicated
7. **Which is an incorrect rule for indexing?**
- The last name is considered first in the filing
 - Abbreviated names, such as St. John, are indexed as if they were spelled out in full
 - Titles after a complete name should be included in indexing
 - Unusual names of individuals should be cross-indexed
8. **Symptoms of a fracture would be all of the following except**
- Pain and swelling
 - Numbness and tingling
 - Unequal pulses, discolorization
 - Excessive perspiration of the affected limb
9. **When you organize a patient's medical record, which item is seen first when the file folder is opened?**
- Physician's progress notes
 - Diagnostic test results
 - Insurance forms
 - Hospital records
10. **A list of the procedures that a doctor performs and the corresponding charges are known as**
- Credit information
 - Payment plan
 - Charge slip
 - Fee schedule
11. **The physician directs the medical assistant to complete a request form for an x-ray study of the fibula. The procedure will be performed on which of the following structures?**
- Pelvis
 - Thigh
 - Heel
 - Lower Leg
12. **Critical supplies for the medical practice are those that are**
- Basic supplies
 - Long term supplies
 - Essential supplies that cannot be replenished easily
 - Incidental supplies

13. A patient has a temperature reading of 41.0°C. The equivalent temperature reading on the Fahrenheit scale is
- 104°F
 - 104.9°F
 - 105.8°F
 - 106.2°F
14. Which of the following is an accessory organ of the gastrointestinal system that is responsible for secreting insulin?
- Adrenal gland
 - Liver
 - Pancreas
 - Spleen
15. The normal pulse rate for children older than the age of 7 is
- 50-60
 - 60-70
 - 70-80
 - 80-90
16. The most common site for taking the pulse reading is the
- Radial artery
 - Dorsalis pedis artery
 - Carotid artery
 - Ulnar artery
17. In a complete blood count, the medical assistant should report the total WBC count as
- a ratio
 - a percent
 - grams per 100 milliliters (dL)
 - the number of cells per cubic millimeter or liter
18. Which of the following is not part of the prescription?
- physician's state licensure number
 - signature
 - superscription
 - subscription
19. In an EKG pattern, which of the following deflection waves represents the repolarization of the ventricles?
- P
 - U
 - T
 - R
20. The correct angle of insertion when administering a subcutaneous injection is
- 25-degree angle
 - 45-degree angle
 - 60-degree angle

d. 90-degree angle