

(These items were developed by teachers for the Technical Skills Assessment. Below is a sample item for each program standard.)

### Question 1 of 13

What is important for the medical assistant to ensure when preparing the back office for patients?

- A) Lobby is clean and open signs are visible.
- B) Provider's office has soft music playing.
- C) All equipment is functional and rooms are stocked.
- D) Provider's office is dusted and trash is emptied.

### Question 2 of 13

What is the discount or refund applied to an account?

- A) Withholding
- B) Receivable
- C) Charge
- D) Adjustment

### Question 3 of 13

Which symptom describes the medical condition of polyarthralgia?

- A) Aches or pains of multiple tendons
- B) Bending or stretching of multiple tendons
- C) Aches or pains of multiple joints
- D) Bending or stretching of multiple joints

### Question 4 of 13

Which screening tool SHOULD be used when a patient complains of a headache?

---

- A) Depression scale
- B) Pain scale
- C) Weight scale
- D) Abuse scale

### Question 5 of 13

A patient's office visit is found in what type of document?

---

- A) SOAP
- B) HIPAA
- C) Referral
- D) CVA

### Question 6 of 13

What is a normal range for an adult pulse?

---

- A) 50 to 70
- B) 50 to 80
- C) 70 to 110
- D) 60 to 100

### Question 7 of 13

Which vaccine guards against chickenpox?

---

- A) DTaP
- B) Varicella
- C) Tetanus
- D) IPV

### Question 8 of 13

How long can a urine specimen sit on the counter before it needs to be refrigerated?

---

- A) 15 minutes
- B) 120 minutes
- C) 45 minutes
- D) 60 minutes

### Question 9 of 13

What is one of the six Cs of charting?

---

- A) Confidentiality
- B) Conditional
- C) Closed
- D) Complex

### Question 10 of 13

Which form describes the protocol to be used in case of a chemical spill?

---

- A) CMP
- B) CDC
- C) SDS
- D) BMP

### Question 11 of 13

Which legal document MUST be obtained from the patient prior to a procedure?

---

- A) Expressed Consent
- B) Informed Consent
- C) Implied Consent
- D) Verbal Consent

### Question 12 of 13

In addition to the finger, what is an alternate location for performing pulse oximetry?

---

- A) Neck
- B) Axilla
- C) Toe
- D) Nostrils

### Question 13 of 13

What is the largest organ in the human body?

---

- A) Skin
- B) Lungs
- C) Liver
- D) Spleen

Medical Assisting Services Sample Test Answer Key

<b>Question</b>	<b>Answer</b>
1.	C
2.	D
3.	C
4.	B
5.	A
6.	D
7.	B
8.	D
9.	A
10.	C
11.	B
12.	C
13.	A