

(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 MOST important for the medical assistant to ensure when preparing the back office for patients?

- ☐ A) Lobby is clean and open signs are visible.
- ☐ B) Medical assistant station 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

Question	Answer
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