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QUESTION 1

For which of these purposes may NOT petty cash be used?

- A. Purchasing office sundries
- B. Advances on staff salaries
- C. Paying excess delivery charges
- D. Paying cab fares for staff on office business

Correct Answer: B

Petty cash is the sum of money held in the office to meet immediate office running needs.

It should not be used for staff loans or advances on salary; borrowing from petty cash without authorization, even if there is a genuine intention to return the borrowed sum, could be classified as theft.

QUESTION 2

Where should be placed the electrodes from Lead #1 when prepping a patient for an ECG?

- A. Left leg and right leg
- B. Left chest and right chest
- C. Left hip and right hip
- D. Left arm and right arm

Correct Answer: D

All leads for an ECG have specific locations that should be carefully followed.

The electrodes for the first lead should be placed on the left and right arms, in a place where there is no thick muscle.

QUESTION 3

If an individual is going to be using a computer for long periods of time, they should _____.

- A. Adjust the chair height and monitor to a comfortable position
- B. Set as long as you can without moving so you do not break concentration
- C. About once an hour, stand and stretch
- D. Both ?djust the chair height and monitor to a comfortable position?and ?bout once an hour, stand and stretch?

Correct Answer: D

QUESTION 4

What does asepsis mean?

- A. Sterile
- B. Free of disease causing agents
- C. Visually clean
- D. All of the above

Correct Answer: B

The ideal situation in a medical environment is for it to be sterile, but in practice this is virtually impossible to achieve, as even healthy people carry bacteria with them. Therefore the aim of cleaning procedures in hospitals is to achieve asepsis (which is also used as a term for the procedures), which means there are no disease causing agents present. Medical asepsis such as would be used on a ward aims to reduce the number of disease-causing organisms, whereas surgical asepsis as used in theatre aims to eliminate them.

QUESTION 5

When using a pain scale to take a patient history, nagging pain that doesn't really impose on general life or activities should be categorized as _____.

- A. 0
- B. 1?
- C. 4?
- D. 7?0

Correct Answer: B

Pain scales are often used in patient histories, particularly for patients with chronic pain, but often they are not clearly defined or explained to the patient. Generally, no pain is zero, nagging pain which doesn't impose on general life is 1 to 3, moderate pain which affects daily activities is 4 to 6, severe pain which greatly restricts activity is 7 or 8 and excruciating pain which leaves the patient disabled, screaming and possibly delirious is 9 to 10.