

# NCMA<sup>Q&As</sup>

National Certified Medical Assistant

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**QUESTION 1**

What type of booking or scheduling is used if a medical assistant brings multiple patients into the office at the top an hour to see their health care professional and they are seen on a first come, first served basis?

- A. Double booking
- B. Wave scheduling
- C. Standard procedure
- D. Time-specific scheduling

Correct Answer: B

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**QUESTION 2**

When making up invoices for insurance companies, ICD numbers should be used.

What does ICD mean?

- A. International classification of diseases
- B. Insurance company demands
- C. Internal cash disbursement
- D. Integral charge document

Correct Answer: A

It should always be made clear when billing insurance companies exactly what condition has been treated. The ICD numbers cover all conditions; if unsure of exactly what condition has been treated, consult with the treating physician.

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**QUESTION 3**

Which vaccine should all medical workers who will be exposed to blood or other bodily fluids be given in the course of their work?

- A. HIV
- B. Smallpox
- C. Rubella
- D. Hepatitis B

Correct Answer: D

Hepatitis B is one of the most common diseases for health workers to contract through patient contact.

If you have not received the vaccination you should ask your physician for it immediately.

The full course of three vaccinations should ensure lifelong immunity to hepatitis B, although it may be advisable to have your immunity checked at intervals to see if you need a booster shot.

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**QUESTION 4**

If medication of a patient or resident is indicated as PRN, it is given \_\_\_\_\_.

- A. Once a day
- B. When necessary
- C. By mouth only
- D. To discontinue use

Correct Answer: B

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**QUESTION 5**

Used sharps should be disposed of in \_\_\_\_\_.

- A. Ordinary trash
- B. Thick plastic bags
- C. Any sealed container
- D. FDA approved containers

Correct Answer: D

Every year some institutions will be caught disposing of contaminated sharps in ordinary trash or non-approved containers.

This increases the risk of infection for garbage collectors and the general public; never cut corners if it's your responsibility to dispose of sharps, always insist on an FDA approved container.

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