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QUESTION 1

Which of these is most important when dealing with medical records?

- A. Accessibility
- B. Confidentiality
- C. Legibility
- D. Availability

Correct Answer: B

All of these elements are important, but when dealing with medical records confidentiality is paramount. Always make sure that records are not being disclosed to an unauthorized entity, and check with the office handbook and other staff when in doubt.

QUESTION 2

What must include a discharge summary report?

- A. The patient's financial account
- B. The patient's final condition
- C. The patient's insurance details
- D. The patient's next of kin

Correct Answer: B

A discharge summary report may include all of these details, but it is essential that it include details of the patient's final condition. If this is not provided, ensure you obtain it from the patient's physician. When this is not properly recorded it could open the way to legal action should the patient develop later complications.

QUESTION 3

What are MSDS?

- A. Medical student discharge sheets
- B. Material safety data sheets
- C. Medical staff duty sheets
- D. Maintenance staff duty sheets

Correct Answer: B

Material Safety Data Sheets (MSDS) should be kept for all material supplies in a medical office (e.g. biohazardous

materials, radioactive materials).

They should be regularly updated to show that correct safety procedures are being followed.

QUESTION 4

Which of these is not a type of patient record?

- A. Active
- B. Suspended
- C. Inactive
- D. Closed

Correct Answer: B

It's important that patient medical records should be properly designated regarding their current status and that this data should be changed as often as necessary. The three categories are active (currently undergoing treatment), inactive (not currently undergoing treatment but may return to treatment in future) or closed (patient has been discharged and is not expected to return).

QUESTION 5

Under what circumstances should a patient's blood be considered infective or infectious?

- A. If the patient is homeless
- B. If the patient is an intravenous drug user
- C. If the patient is from sub Saharan Africa
- D. In all circumstances

Correct Answer: D

No matter what a patient's individual status or why they are in hospital, their blood should always be handled as if it has the potential to cause infection.

Exactly the same procedures must be followed when taking and handling blood from every patient.

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