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Question: 1

A medical assistant who functions as a human resources manager is responsible for developing and updating which of the following documents?

- A. Office policy manual
- B. Office procedure manual
- C. HIPAA manual
- D. Safety data sheets

Answer: A

Explanation:

The only responsibility listed that applies strictly to a medical assistant who functions as a human resources manager is developing and updating the office policy manual. The other responsibilities apply to medical assistants acting as office managers.

Question: 2

Which of the following actions during an initial employment interview is discouraged?

- A. Providing a time frame for decisions on hiring or additional interviews
- B. Using predetermined questions during the interview
- C. Providing a quiet and private environment for the interview
- D. Offering the applicant the job on the spot

Answer: D

Explanation:

The only response that is discouraged is D, offering the potential employee the job at the time of the initial interview, because the interviewer should review all candidates before making any decisions. The other responses are all suggested behaviors during the initial interview of a potential employee.

Question: 3

The standard rate of overtime pay for administrative or clinical medical assistants is generally:

- A. Twice the regular hourly rate for each hour over 40 in a week
- B. At least 1.5 times the regular hourly rate for each hour over 40 in a week
- C. Not applicable because most medical assistants are considered exempt employees
- D. Only applicable in terms of increasing benefits outside pay

Answer: B

Explanation:

Although overtime may be paid at twice the regular hourly rate, the general standard rate is at least 1.5 times the regular hourly rate for each hour over 40 in a week. Some medical assistants may be exempt employees, but those are usually functioning in higher grade levels, such as managers.

Question: 4

Medical assistants and other individuals who handle finances in the medical office should:

- A. Be bonded
- B. Maintain liability insurance
- C. Be registered
- D. Be licensed

Answer: A

Explanation:

The act that guarantees that a provider will get back any monies an employee embezzles is to buy a bond that covers losses in that employee's name. Professional liability insurance should be purchased by practicing medical assistants, but in that case things like malpractice are covered. Registration, while desirable, is not required for handling finances, and medical assistants are not licensed.

Question: 5

When must federal and state taxes related to employee wages be paid?

- A. Monthly
- B. Quarterly
- C. At the end of the year
- D. Upon filing of W-2 form

Answer: B

Explanation:

A medical assistant functioning as an office manager must pay federal and state taxes related to employee wages quarterly.

Question: 6

What types of nutrients can be converted into energy?

- A. Carbohydrates

- B. Fats
- C. Proteins
- D. All of the above

Answer: D

Explanation:

All these nutrients can be converted into energy, although carbohydrates are the primary source. Proteins are mainly used to generate amino acids, which can be utilized as building blocks of structural proteins, enzymes, and hormones.

Question: 7

Unhealthy trans unsaturated fatty acids are found in:

- A. Olive and canola oils
- B. Linoleic acid
- C. Stick margarine
- D. Unhydrogenated oils

Answer: C

Explanation:

Trans unsaturated fatty acids are solid at room temperature and found in things like stick margarine. These fats elevate the bad type of cholesterol, low-density lipoprotein (LDL), and lower the good type of cholesterol, high-density lipoprotein (HDL). Olive and canola oils both have healthier types of unsaturated and saturated fats. Linoleic acid is the one essential fatty acid needed in the human diet.

Question: 8

Which of the following statements is NOT true regarding a person's basal metabolic rate (BMR)?

- A. It is the level of energy needed when the body is resting.
- B. It is higher in people who have a large percentage of body fat.
- C. It is elevated in children during growth spurts.
- D. It is increased when a woman is pregnant.

Answer: B

Explanation:

All of the statements are true except for B. BMR is actually higher in people with lean body mass or relatively more muscle because it takes more energy to fuel muscles than to store fat.

Question: 9

Which of the following summarizes the US Department of Agriculture's diagram of dietary recommendations?

- A. Recommendations are divided by category, with recommended intake of each category in the form of a food pyramid.
- B. Recommendations are represented by a plate diagram, which is divided to show the proportion of each food group that should make up every meal.
- C. Statements of recommended intake for each food group, based on age, weight, and comorbidities, are presented in the form of a color-coded chart.
- D. Statements of recommended intake are divided into four sections of a box diagram based on age and gender.

Answer: B

Explanation:

The USDA uses MyPlate as a diagram to present dietary recommendations. This graphic has replaced the formerly used food pyramid. In this diagram, fruits and vegetables take up half the plate, with grains and protein taking up the other half. Dairy is shown in a circular shape outside the plate (like a cup). Rather than listing explicit amounts, MyPlate demonstrates the proportion that each food group should make up for each meal.

Question: 10

What are the main inorganic nutrients that act as antioxidants?

- A. Vitamin K and folic acid
- B. Vitamin D and the minerals calcium and phosphorus
- C. Vitamins A, C, and E, and the mineral selenium
- D. Several B-complex vitamins and the minerals phosphorus, magnesium, and sulfur

Answer: C

Explanation:

Antioxidants attack free radicals in the body that can harm DNA and blood vessel cells. The main antioxidants are vitamins A, C, and E, and the mineral selenium. Vitamin K and folic acid contribute to blood clotting and formation of red blood cells and DNA. Vitamin D and the minerals calcium and phosphorus contribute to bone growth. Several B-complex vitamins and the minerals phosphorus, magnesium, and sulfur contribute to energy metabolism.



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