

## CompTIA's Certified Healthcare IT (HIT)

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Hello everyone;

I would like to emphasize that this dump alone will **NOT** help you to pass the CompTIA's HIT-001 exam. However, this dump will give you a sense of idea what it looks like. Please don't try to take the actual test based on this dump.

This questions are from following sources;  
Element k - Core Concepts in Healthcare IT  
CompTIA - Sample Questions  
[www.selftestengine.com/hit-001.html](http://www.selftestengine.com/hit-001.html)  
[uCertify.com](http://uCertify.com)

## **Exam A**

### **QUESTION 1**

Which of the following requires that all covered and associated third-party business associates comply with HIPAA privacy laws?

- A. CMS
- B. PHI
- C. HITECH
- D. NIST

**Correct Answer: C**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

### **QUESTION 2**

Which of the following is a staff division of the Office of the Secretary, within HSS?

- A. HIPAA
- B. ARRA
- C. ONC
- D. COBRA

**Correct Answer: C**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

### **QUESTION 3**

Which of the following administers the Medicare and Medicaid programs?

- A. CMS
- B. NIST
- C. COBRA
- D. HITECH

**Correct Answer: A**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

### **QUESTION 4**

Which of the following is patient-centric and is the documentation of services provided in healthcare delivery?

- A. General record
- B. Ward record
- C. System record
- D. Legal health record

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 5**

Which of the following tracks all HIPAA breaches and makes the information available to the public?



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- A. PHI
- B. HSS
- C. CMS
- D. NIST

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 6**

Which of the following is commonly referred to as the Stimulus or The Recovery Act?

- A. NIST
- B. UHCIA
- C. COBRA
- D. ARRA

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 7**

For how long should the documentation be retained under HIPAA?

- A. 3 years
- B. 4 years
- C. 2 years
- D. 6 years

**Correct Answer:** D

**Section: (none)**

**Explanation**

**Explanation/Reference:**

According to uCertify, it is 6 years.

**QUESTION 8**

Which of the following is a guaranteed federal health insurance program for people age 65 and older, or people who have certain disabilities or have end-stage renal disease?

- A. Medicare
- B. HIPAA Security
- C. Memorandum of Understanding
- D. National Institute of Standards and Technology

**Correct Answer: A**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 9**

Which of the following make able to an individual to see or get a copy of their medical records provided by the HIPAA?

- A. National Institute of Standards and Technology
- B. Access permission
- C. Release of information
- D. Medicaid

**Correct Answer: B**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 10**

which of the following is a written agreement that one party acknowledges that there are risks involved in a pursuit, and that the other party is not responsible for the risks incurred during that pursuit?

- A. Legal health record
- B. Private record
- C. Waiver of liability
- D. Release of information

**Correct Answer: C**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 11**

In medical terminology, the suffix -otomy is used to describe which of the following?

- A. Study of
- B. inflammation
- C. Disease
- D. To cut into

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 12**

You have been tasked with finding an encryption methodology for your company's network. The solution must use public key encryption which is keyed to the users e-mail address. Which of the following should you select?

- A. AES
- B. 3DES
- C. PGP
- D. Blowfish

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 13**

which of the following are vulnerable to social engineering attacks?

- A. An office with a biometrics authentication system
- B. Encrypted data on the hard disk drive
- C. Minimal trained company employees
- D. A public building that has shared office space

**Correct Answer:** CD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 14**

While working on installing a new database program in an outpatient dermatology clinic, you see one datafield includes the term "PCP". what does this term most likely mean in this setting?

- A. The drug, Phencyclidine
- B. Pneumocystis pneumonio
- C. Prior ceiling protocol
- D. Primary care physician

**Correct Answer:** D

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 15**

Which of the following servers is helpful in implementing centralized administration, backup and restore, and implementation of shadow copies for user data?

- A. Proxy server
- B. Web server
- C. File server
- D. Mail server

**Correct Answer: C**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 16**

Which of the following is an Institute of Electrical and Electronics Engineering (IEEE) specification that defines standards for Ethernet?

- A. 802.12
- B. 802.3
- C. 802.4
- D. 802.5

**Correct Answer: B**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 17**

Which of the following refers to the process of applying proper numerical values to medical services obtained in order to achieve proper billing practices?

- A. Archiving
- B. Coding
- C. Thinning
- D. Scanning

**Correct Answer: B**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

**QUESTION 18**

Which of the following branches of medical science is included in OBGYN?

- A. Ophthalmology
- B. Gynecology
- C. Obstetrics
- D. Genealogy

**Correct Answer:** BC

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 19**

Your healthcare facility has MOUs or Memorandums of Understanding with a variety of nearby hospitals. What are some examples of situations in which a MOU might be used?

- A. Mutual Aid during a Natural or Manmade disaster
- B. Sharing Patient Database
- C. Participation in a Healthcare Quality Improvement Project
- D. Sharing Physician Staff

**Correct Answer:** AC

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 20**

While working at a private physician practice, you are asked to convert a patient's paper chart to a digital format. What type of medical record have you been asked to create?

- A. Demographic Health Information
- B. Archived Health Information
- C. Electronical Medical Record
- D. Electronical Health Record

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 21**

The emergency department has just had a patient brought in who is unconscious, but their identification indicates that they are the family member of a staff member at the hospital and their medical file is restricted access for that reason. The individual in human resources with access codes to access this file is on maternity leave, and the patient needs care now. What protocol built into access control systems would allow access to the patient file?

- A. Emergency Chart Access
- B. Staff Exception Handling
- C. Code Red Access

D. Break the Glass

**Correct Answer:** AD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 22**

Which of the following is used as a default port by the TELNET utility?

A. 21

B. 20

C. 23

D. 80

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 23**

You have a family member with terminal cancer who suddenly develops pneumonia. which of the following types of healthcare facilities is best equipped to handle this scenario?

A. Nonacute Care Facility

B. Subacute Care Facility

C. Acute Care Facility

D. Ambulatory Care Facility

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

**QUESTION 24**

Which of the following describes the complete medical coding and billing process most accurately?

A. The codes for services rendered are determined. The claim is generated. The billing clearinghouse scrubs the claim. The claim is submitted to the insurance company. The insurance company accepts or rejects the claim.

B. The codes for service rendered are determined. The claim is generated. The claim is submitted to the insurance company. The insurance company accepts or rejects the claim.

C. The codes for services rendered are determined. The billing clearinghouse scrubs the claim. The claim is submitted to the insurance company. The insurance company accepts or rejects the claim.

D. The codes for services rendered are determined. The claim is generated. The billing clearinghouse scrubs the claim. the claim is submitted to the insurance company. The insurance company automatically accepts the claim.

**Correct Answer:** A

**Section:** (none)



**Explanation****Explanation/Reference:****QUESTION 25**

Which of the following steps would potentially take place during bedside medication verification? (Select all that apply)

- A. The patient's wristband is scanned.
- B. The ID of the dispensary personnel is scanned.
- C. The barcode on the medication label is scanned.
- D. The ID of the administering personnel is scanned.
- E. The ID of the provider who prescribed the medication is scanned.

**Correct Answer:** ACD

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 26**

One of the medical facilities you support has contacted you because they cannot connect the EMR/EHR system to access the patient billing web-based application. When you arrive at the office and check out the situation, you determine that she can connect to the internet, but not the billing application. You determine that the issue has to do with EMR/EHR in-house server. Who should you contact for server issues?

- A. Security administrator
- B. Network administrator
- C. DBA
- D. Systems administrator

**Correct Answer:** D

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 27**

Which are examples of displaying respect during a service call?

- A. Asking permission before changing display setting
- B. Asking "What happened just before you noticed the problem?"
- C. Sitting in a user's chair without permission
- D. Silencing your pager or mobile phone

**Correct Answer:** AD

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 28**

One of the doctors in the medical practice where you work has been accused of mailpractice by a patient. The patient is claiming that the doctor prescribed him a medication that he was allergic to, even though the medication is documented as being problematic in his file. the patient has suffered severe asthma symptoms and has been hospitalized because of the reaction to the medication. In this scenario, the doctor potentially could be held liable for the outcome of this patient's health? True or False?

- A. True
- B. False

**Correct Answer:** A

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 29**

Sam, the office manager for a large medical practice, is in charge of getting all patient files from hardcopy to digital copies to store in the EMR system. He is currently in the process of adding keywords to each scanned file so that the files can be found quickly during a search. What phase of the process is this?

- A. Preparation and transport
- B. Scanning
- C. Output
- D. Indexing
- E. Storage and retrieval

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 30**

Shared computer equipment within a medical facility is at a high risk for spreading disease to medical staff. True or False?

- A. True
- B. False

**Correct Answer:** A

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 31**

On your network, users connect from individual workstations to access the EMR/EHR system running within a data center. Your network uses which network model?

- A. Ad-hoc
- B. Mixed mode
- C. Client/server
- D. Centralized

**Correct Answer:** C  
**Section:** (none)  
**Explanation**

**Explanation/Reference:**

**QUESTION 32**

Once you have changed the TCP/IP settings to match the Internet connection setup method, you can use the ipconfig command line tool to verify that the computer is receiving a valid IP address? True or False?

- A. True
- B. False

**Correct Answer:** A  
**Section:** (none)  
**Explanation**

**Explanation/Reference:**

**QUESTION 33**

What utility would you typically use to verify that the system can communicate with other computers?

- A. ipconfig/all
- B. Ping
- C. Tracert
- D. FTP

**Correct Answer:** B  
**Section:** (none)  
**Explanation**

**Explanation/Reference:**

**QUESTION 34**

One of the doctors in the medical office that you are supporting asks you for a quick way to transfer patient notes taken on his smartphone to his laptop. He would like to be able to transfer data after each patient once he get back to his office. What connection method would work well for these devices in this situation?

- A. FireWire
- B. USB
- C. Bluetooth
- D. Serial

**Correct Answer:** C  
**Section:** (none)  
**Explanation**

**Explanation/Reference:**

**QUESTION 35**

A doctor calls you, complaining that he cannot turn on his computer. It worked fine yesterday, but this morning

he cannot get it to turn on. What is the first thing you should do?

- A. Use compressed air to remove dirt and debris from the fan.
- B. Replace the monitor.
- C. Check all the power sources to the computer
- D. Check the network connections to the machine.

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 36**

You receive a call from a practice manager who reports that she is unable to access any websites in Microsoft IE. While talking with this user, you verify that none of the other users in the office can connect to websites in IE. What might be the problem?

- A. Her computer is configured with the wrong default gateway address.
- B. Her ISP's DNS server down
- C. Her computer is configured with the wrong subnet mask.
- D. her ISP's default gateway server is down

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 37**

You receive a call from a nurse practitioner who is having trouble with his laptop. He ran out of battery power during a meeting, and when he tried to turn it back on using the power cord, it still would not turn on. What are some of the possible causes of this issue?

- A. The power outlet he was plugged into was not working.
- B. The power supply in the laptop has failed.
- C. The battery contacts are dirty.
- D. The power cord or AC adapter has failed.

**Correct Answer:** ABD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 38**

you receive a call from a physician's assistant who has been having ongoing issues with her keyboard. Sometimes it works fine; other times, when she presses certain keys, there is no input or the wrong characters are input. What is the most likely explanation for this issue?

- A. The keyboard is plugged into the wrong port.
- B. There is interference between the keyboard and the computer

- C. The device driver needs to be updated.
- D. There is a foreign matter under the keys.

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 39**

You receive a call from a client who is experiencing an issue with one of her software applications. Every time she tries to launch the program, it will start to load but then a window pops up prompting her to go to an outside website and download antivirus software. She cannot close the window and access the program.

What is the most logical cause and solution to her issue?

- A. She is running an outdated version of the program and you need to install a software update.
- B. She is experiencing conflicts with another program that is open and you need to uninstall one of the programs.
- C. She accidentally blocked the program and you need to change the firewall settings to allow the program to run.
- D. She likely downloaded something with a virus or malware and you need to scan the system and remove it.

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 40**

Which of the following are common cause of issues in many medical software systems? (Select all that apply)

- A. The superbill or prescription is not properly formatted.
- B. Patient demographics are formatted incorrectly or missing necessary information
- C. Necessary nodes needed for proper communication have been deactivated.
- D. The communication link between systems is not working or is disconnected.

**Correct Answer:** BD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 41**

You receive a call from a physician's assistant (PA), Sherri, who is having problems with the e-Prescription service. Today is her first day working for the practice, and she is having difficulty sending any prescriptions. After talking with Sherri for a minute, you know that her colleagues are not having the same issues. One colleague even checked her work for some of the possible formatting errors, and she couldn't find anything that might be causing the problem.

Based on this information, what is the most likely cause of the problem?

- A. The pharmacy Sherri selected to receive the prescription does not accept e-Prescriptions

- B. The e-Prescription was not filled out completely or was formatted improperly.
- C. Sherri has not been assigned the necessary privileges in the system to be able to send e-Prescriptions.
- D. Sherri was trying to send a prescription for a controlled substance.

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 42**

Though you were able to troubleshoot Sherri's problem (not having authorization to send e-Prescription) , you do not have the authorization to provide the solution (authorizing her to send e-Prescription).

What should you do?

- A. Have another employee send the e-Prescriptions for Sherri
- B. Contact the manufacturer and make sure they are aware of the problem with the system.
- C. Contract the system administrator for the system, who can provide Sherry the privileges she needs
- D. Have another employee send the e-Prescription for Sherri while you contact the system administrator to provide Sherri with necessary privileges.

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 43**

A small private practice is looking to move their traditional patient record system to an EMR. They do not want to purchase additional computer equipment other than the three workstations they use at the front desk. The office manager also does not want to have to hire an administrator to manage the system onsite. What implementation option would best suit the needs of the small office?

- A. A client-server implementation
- B. An ASP implementation

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 44**

What are the general types of EMR/EHR clients?

- A. A browser-based client,
- B. An application-based client
- C. A terminal or remote access client
- D. Tablet based client

**Correct Answer:** ABC

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 45**

True or False?

When considering how a system-wide EMR/EHR update will affect users, you should plan for all types of responses, including any negative reactions to the updates

- A. True
- B. False

**Correct Answer:** A

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 46**

An employee gets to work and realize that he forgot his laptop in the car. Upon exiting the builing, he props the door open with a rock so he won't have ato use his swipe card to get back in. Does this pose a security threat to the company?

- A. Yes. Leaving an otherwise locked door open allows anyone to enter the building and access systems and data.
- B. No. He is just running to his car and will be fast enough to ensure that no one else will have a chance to enter the building.

**Correct Answer:** A

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 47**

which of the following are ways you can protect your environment from social engineering attacks? (Select all that apply.)

- A. Do not give out passwords over the phone or in e-mail.
- B. Users should immediately answer phone callers who make unusual requests.
- C. Organizations should implement security policies but don't need to train users to follow them all the time.
- D. Users should report possible attacks.
- E. Users should employ common sense. if anything sounds forced, too good to be true, or otherwise unusual, it is best to err on the side of caution.

**Correct Answer:** ADE

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 48**

Which are common components that should be in a medical facility's DRP (Disaster Recovery Plan)? (Select all

that apply)

- A. A list of employees' personal items.
- B. Contact information for key individuals.
- C. An inventory of important hardware and software.
- D. Plans to reconstruct the network.

**Correct Answer:** BCD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 49**

You are working on a system to maintain the completeness and accessibility of the legal health record for Facility X. Which of the following types of information would NOT be included in this legal health record of Facility X?

- A. Physician notes
- B. Discharge summary
- C. Report to an accreditation agency
- D. X-rays, either digital or on film

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The legal health record of an organization is the legal business record of an organization, serving as the record of care in lawsuits or legal actions. It is the documentation of services provided and decisions made about patient care and contains information on individual patients stored in a wide variety of media, such as paper, film and electronic media. Information that contains "derived data" or data that combines a wide variety of information about a wide variety of patients is not part of the record of patient care, and there a report to an accreditation agency, which contains "derived data", it is not included in the legal health record for Facility X.

Answer: A is incorrect. Physician notes are crucial in the legal health record to establish standards of care. Again, these must be included in any legal health record. Cannot be removed or edited without extensive notation as to why the modification was made, and a record of the original version.

Answer: B is incorrect. Discharge summary is relevant to patient care and condition and important to the legal health record.

Answer: D is incorrect. X-rays and other patient data is definitely an integral part of the legal health record. Anything involved directly in patient assessment and care, whether it is on paper, an electronic record, or other medium, is important to the legal record. If multiple copies exist, an organization needs to establish which copy or format is the legal record of note.

#### **QUESTION 50**

You have been the victim of a house fire that has left you with burns over a significant percentage of your body. Which of the following type of medical facilities would you choose to treat your condition?

- A. Specialty Hospital
- B. Rehabilitation Hospital
- C. Psychiatric Hospital



D. General Hospital

**Correct Answer:** A

**Section:** (none)

**Explanation**

**Explanation/Reference:**

A specialty hospital is a type of hospital that is required to provide treatment for specific disorders such as cancer, burns or women's health.

Answer: B is incorrect. Rehabilitation hospitals is incorrect as this type of hospital is required to provide diagnosis, treatment, restorative and adjustment services for individuals who are disabled.

Answer: C is incorrect. Psychiatric hospital is incorrect as this type of hospital is required to provide diagnosis and treatment for individuals who are diagnosed with mental illness.

Answer: D is incorrect. General Hospital is incorrect as this type of hospital is required to provide diagnosis and treatment for medical services which include Radiology, laboratory services and surgical services.

## Exam B

### QUESTION 1

Which of the following are true of protected health information? (Select all that apply.)

- A. it is personally identifiable
- B. it is protected by law
- C. it is stored by the government
- D. it is not accessible by the patient

**Correct Answer:** AB

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Explain:

A is correct: Protected health information contains personal information, such as the name and age that can be used to identify an individual

B is correct: Protected health information is protected by law because it contains personal information about an individual

### QUESTION 2

Which one or more of the following are true of legal health records?

- A. they are personally identifiable
- B. they are the same everywhere
- C. they are always on paper
- D. they contain specific treatment information

**Correct Answer:** AD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

A is correct: Legal health records do contain information that can be used to identify an individual

D is correct: Legal health records do contain specific treatment information such as medication administered and dosage

### QUESTION 3

True or False? EHRs often contain multiple EMRs

- A. True
- B. False

**Correct Answer:** A

**Section:** (none)

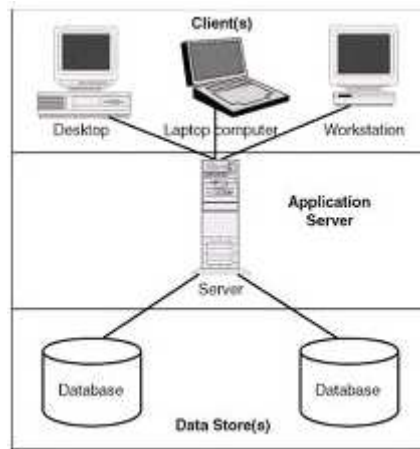
**Explanation**

**Explanation/Reference:**

A is correct: An EHR is an all-encompassing record of an individual's EMRs collected from each healthcare provider that patient sees.

### QUESTION 4

You are asked to design an information system in which the client-server platform is based on the following schematic. What type of architecture is incorporated within your information system?



- A. Three-Tier Architecture
- B. WAN Technology
- C. Two-Tier Architecture
- D. LAN Technology

**Correct Answer:** A

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Tree tier architecture is a client-server platform that encompasses a PC, a database and an application server that contains software to process the data

Answer B is incorrect as this is a mode of communication, not a client-server platform, that allow for communication among a large geographic environment such as two or more LAN's connected via a T1, Fiber or other fast connection mediums.

Answer C is incorrect as this is a client-server platform that consists simply with a PC interface with a database.

Answer D is incorrect as this is a model of communication, not a client-server platform, that is refers to communication devices in a small geographic area such as PC and printer or PC and PC within facility

**QUESTION 5**

Which of the following measures the time a cathode-ray tube (CRT) electron beam takes to paint a screen from top to bottom?

- A. bus width
- B. dot pitch
- C. video ram size
- D. refresh rate

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Refresh rate measures the time a CRT electron beam takes to paint a screen from top to bottom. A monitor's image is updated 60-85 times per second. Refresh rate lower than 70-75 Hz is likely to cause noticeable screen flicker, eyestrain, and headaches. You should look for a refresh rate of 75 Hz or better to avoid these problems.

**QUESTION 6**

One of the data fields within the HL7 specifications is for Provider Type. What does this mean?

- A. it's the type of healthcare facility the patient is being seen in
- B. specifies the major grouping of the service or occupation of the practitioner
- C. it's the type of insurer providing insurance coverage for the patient
- D. specifies the seniority level of the physician

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The specialty of the provider or practitioner is what is contained in the Provider Type data field, for example Behavioral and Social Services, or Neurology or Dermatology.

A is incorrect. Provider in this case refers to the physician or health care professional, not the facility

C is incorrect. Provider does not refer to the insurance entity.

D is incorrect. "type" does not refer to the seniority level of the physician, but their specialty field.

#### **QUESTION 7**

Which of the following are features of an EHR system? (Select all that apply.)

- A. Automated diagnosis
- B. Note taking
- C. Referral management
- D. Staff recruiting
- E. e-Prescribing

**Correct Answer:** BCE

**Section:** (none)

**Explanation**

**Explanation/Reference:**

B is correct: EHR systems do have note-taking capabilities for doctors and nurses to use while updating records within the system

C is correct: EHR systems have referral management functionalities for providers to submit electronic referrals when needed

E is correct: e-Prescribing is a function of the EHR system and can be used by providers to electronically submit prescriptions to the pharmacy.

#### **QUESTION 8**

Which of the following are benefits of an EHR system? (Select all that apply.)

- A. More complete patient profiles
- B. Reduced potential for audits
- C. Increased efficiency
- D. Increased regulatory compliance

**Correct Answer:** ACD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

A is correct: The patient files are easily updated and managed within the EHR system.

C is correct: The EHR system increases efficiencies by streamlining workflows electronically.

D is correct: Medical providers and organizations must follow regulatory compliance

#### **QUESTION 9**

Information such as your name, date of birth and social security number are all considered to be protected health information. This information would fall into which of the following categories?

- A. De-Identified Health Information
- B. Individually Identifiable Health Information
- C. Archived Health Information
- D. Demographic Health Information

**Correct Answer:** D

**Section:** (none)

**Explanation**

#### **Explanation/Reference:**

Demographic Health Information is a part of individually identifiable health information, it contains no information regarding an individual's illness or treatment. Demographic information is the patient's name, date of birth, address, social security number, insurance information and contact information.

#### **QUESTION 10**

Which of the following is a project management tool that is characterized by circles connected by lines to indicate the sequence of event

- A. PERT Diagram
- B. Gantt Chart
- C. Venn Diagram
- D. Critical Path

**Correct Answer:** A

**Section:** (none)

**Explanation**

#### **Explanation/Reference:**

A PERT Diagram is a diagram which represents the steps or component parts of a project as circles connected by lines to indicate the sequence of events.

Answer: C is incorrect. Venn Diagram is incorrect as this diagram is diagram used in mathematics that are used to show all possible logical relations between a finite collection of sets.

Answer: D is incorrect. Critical path is incorrect as this is not a diagram, however, it is a tool used to indicate the overall time frame a project should take to complete.

Answer: B is incorrect. Gantt Chart is incorrect as this is a table that contains horizontal time lines and vertical indicators of project components, with bars indicating when and by whom tasks are to be completed.

#### **QUESTION 11**

Which of the following agencies is responsible for protecting the wellbeing of all health care workers?

- A. The Joint Commission
- B. Food and Drug Administration
- C. Occupational Safety and Health Administration
- D. Department of Health and Human Services

**Correct Answer:** C

**Section:** (none)

## Explanation

### Explanation/Reference:

The Occupational Safety and Health Administration (OSHA) is responsible for ensuring safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

Answer: A is incorrect. The Joint Commission is as the purpose of this agency is to continuously improve health care for the public by evaluating health care organizations and inspiring them to excel in providing safe and effective care of the highest quality and value.

Answer: B is incorrect. Food and Drug Administration is as the purpose of this agency is to protect the public health by assuring the safety, efficacy, and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics, and products that emit radiation, and by regulating the manufacture, marketing, and distribution of tobacco products.

Answer: D is incorrect. Department of Health and Human Services is as this agency is protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

## QUESTION 12

A visiting IT professional is at an OBGYN practice and has been granted access to the computer system, but not the practice's paper records it's previous system of charting for patients. It's after standard work hours the IT professional is working late. He knows an ex-girlfriend used to be a patient at the practice and decides he wants to see her charges, since he can't find her in the computer. What simple Physical Safeguard would help fulfill HIPAA by protecting against the IT professional from accessing the practice's PHI?

- A. The paper records are in locked the mobile charting cabinets in the check-in area.
- B. The paper records are color coded.
- C. The paper records are located in storage room
- D. The paper records are kept in a series of drawers only known to the Privacy Officer.

**Correct Answer: C**

**Section: (none)**

### Explanation

### Explanation/Reference:

Under HIPAA, records must be in secure, locked storage when not in use.

Option A is incorrect, because although the charts are locked, they are not secure. The cabinets could be moved out of the practice potentially, allowing for criminal break-in off the premises. They must be secure and locked under HIPAA's rule.

Option B is incorrect. Color-coding usually has much more to do with the types of patients, but provides no protection against PHI theft.

Option D is not a requirement of HIPAA and the records in this situation are neither locked nor secure. A determined person could find these drawers.

## QUESTION 13

HHS is responsible for which of the following? (Select all that apply.)

- A. Medicare
- B. Medicaid
- C. Healthcare IT regulation
- D. Accrediting hospitals

**Correct Answer: ABC**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

A is correct: Medicare is covered and managed by HSS

B is correct: Medicaid is managed by HHS

**QUESTION 14**

True or False? The most healthcare providers and facilities can be considered covered entities

A. True

B. False

**Correct Answer: A**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

A is correct: Most practices and hospitals will be considered entities because they will most likely be using some form of electronic process within their environment.

**QUESTION 15**

A dot matrix printer prints faded or light characters on the paper. What could be the most likely cause of the issue?

A. Incorrect printer driver

B. A print head pin that is stuck inside the print head

C. Bad printer port

D. worn-out ribbon

**Correct Answer: D**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

The most likely cause of the issue could be that the ribbon has worn out. A worn-out ribbon in a dot matrix printer results in faded or light characters on the paper. To resolve this issue, a user should replace the ribbon with a new one.

Answer: A is incorrect. If the printer driver is incorrect, the printer will print junk characters.

Answer: B is incorrect. If a print head pin gets stuck inside the print head, there will be a small blank line running through a line of print.

Answer: C is incorrect. A bad printer port will not print anything.

**QUESTION 16**

Which statements are true about ROI?

A. It is subject to the HIPAA Privacy Rule

B. It is usually under the HIM department

C. It is more concerned with security than privacy

**Correct Answer: AB**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

A is correct: ROI requirements are expected to adhere to the HIPAA Privacy Rule

B is correct: Any request for the release of information will typically go through a ROI department that is managed by HIM

**QUESTION 17**

You are responsible for securing the network at a medical practice. You are concerned about printer security. What steps should you take to prevent printer security breaches? each correct answer represent a complete solution. Choose two.

- A. Remove the printer's driver from user computers.
- B. Scan printer hard drives for spyware and viruses
- C. Secure any administrative connections (SSH, Telnet, etc.) to printers.
- D. Limit print jobs.

**Correct Answer:** BC

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Many high-end printers have hard drives that can be infected with viruses and spyware. You must ensure they are regularly scanned and protected. Also, many high-end printers allow remote administration, and those services (SSH, TELNET, etc.) must be secured.

**QUESTION 18**

Which of the following types of budget incorporates the budgets of each individual business unit?

- A. Organizational budget
- B. Operating budget
- C. Statistical budget
- D. Master budget

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The master budget incorporates the budget of each department or business unit into one budget for the entire facility

Answer: A is incorrect. Organizational budget is incorrect as this answer choice is meant simply for a distractor. Organizational budgets are not opuses in a healthcare setting.

Answer: B is incorrect. Operating budget is incorrect as this type of budget predicts labor, supplies and other expenses based on predicted work volume.

Answer: C is incorrect. Statistical budget is incorrect as this type of budget budget predicts future volume based primarily on historical data.

**QUESTION 19**

Which of the following database models is simply a collection of objects related by an object that has certain characteristics?

- A. Enterprise Model
- B. Network Model
- C. Hierarchal Model



D. Object Oriented Model

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The object oriented model is essentially a collection of objects, related by encapsulation (an object such as a patient has certain characteristics) or inheritance (an object such as a resident inherits characteristics from a physician object). There is no primary key in this model.

Answer: A is incorrect. Enterprise model is meant as a distractor, the enterprise database model does not exist.

Answer: B is incorrect. Network model is incorrect as this model is designed to allow the child to have more than one parent. This model is often referred to as the many to many model.

Answer: C is incorrect. Hierarchical model is incorrect as this database model uses the format of a typical parent-child arrangement, whereas, one piece of information can have many subordinated pieces.

**QUESTION 20**

Which of the following traces and reports each router or gateway crossed by a TCP/IP packet on its way to the remote hosts?

- A. Helix
- B. PATHPING
- C. TRACERT
- D. Netstat

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

TRACERT utility is used to trace the path taken by TCP/IP packets to a remote computer. It traces and reports each router or gateway crossed by a TCP/IP packet on its way to the remote host. The TRACERT utility can be used with the target computer's name or IP address. It is used to detect and resolve network connection problems.

Answer: B is incorrect. PATHPING is a command-line utility that pings each hop along the route for a set period of time and shows the delay and packet loss along with the tracing functionality of TRACERT, which helps determine a weak link in the path.

**QUESTION 21**

According to HIPAA, how long must a medical practice retain a patient's medical records?

- A. Ten years
- B. Five years
- C. Three years
- D. HIPAA does not mandate how long

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

To be honest, I am not sure this answer is correct. I double check the ElementK's guide and couldn't find something solid.

HIPAA's privacy rule applies to the complete period of record retention and disposal, but does not stipulate how long records must be kept.

Answer: B, A, and C are incorrect. HIPAA doesn't set any standard for how long records must be retained, only how those records are treated to protect PHI.

#### **QUESTION 22**

Which of the following portable computer systems is used by smart phones for offering advances OS capabilities? Each correct answer represents a complete solution.

- A. SBC
- B. SFF
- C. Tablet PC
- D. PDA
- E. Laptop

**Correct Answer: D**

**Section: (none)**

**Explanation**

#### **Explanation/Reference:**

PDA stands for personal digital assistant and it is also known as a palmtop computer or handheld computer. It is a mobile device, which functions as a personal information manager and connects to the Internet. Smartphone uses PDA for offering advanced OS capabilities. The PDA has an electronic visual display enabling it to include a Web browser, but some newer models also have audio capabilities, enabling them to be used as mobile phones or portable media players. Many PDAs can access the Internet, intranets or extranets via Wi-Fi, or Wireless Wide Area Networks. The typical features of a PDA are as follows:

- 1.Touch screen
- 2.Memory cards
- 3.Wired connectivity
- 4.Wireless connectivity
- 5.Synchronization

Answer: A is incorrect. Single-board computers (SBCs) are complete computers built on a single circuit board. The design is centered on a single or dual microprocessor with RAM, IO and all other features needed to be a functional computer on one board.

Answer: B is incorrect. Small form factor computers are those computers that are generally designed to support the same features as modern desktop computers, but in a smaller space. Most accept standard x86 microprocessors, standard DIMM memory modules, standard 3.5 inch hard disks, and standard 5.25 inch optical drives. SFF computers can be far smaller than typical desktop computers. They are often used in space-limited areas where normal computers cannot be placed.

Answer: C is incorrect. A Tablet PC refers to a fully functional laptop PC, equipped with a stylus. Tablet PCs are personal computers where the owner is free to install any compatible application or operating system.

Answer: E is incorrect. A laptop is a type of portable computer. It is designed for mobile use and small and light enough to sit on a person's lap while in use. It integrates most of the typical components of a desktop computer, including a display, a keyboard, a pointing device (touchpad or trackpad, pointing stick), speakers, and often including a battery, into a single small and light unit.

#### **QUESTION 23**

You work in a healthcare clinic that has many patients that receive benefits from a state program that helps low-income families with the costs of healthcare. You have to work with the state office to check on the design and deployment of healthcare information systems that can help check eligibility policies and deploy electronic health records in treatment and billing. What is one of the names of this kind of program

- A. Medicare

- B. Medicaid
- C. Tricare
- D. FEHB

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Monitored on the federal level but implemented by individual states, the Medicaid program pays for healthcare for low-income individuals and families that fit into an eligibility group (often based on age, pregnancy, disabilities, income, etc.). The federal Centers of Medicare and Medicaid Services is working with states to implement best practices in technology design and deployment, promote innovation and diffuse promising new technology solutions across the nation, reduce long cycle times for systems implementation, and improve system reliability and performance.

Answer: A is incorrect. Medicare is a federal insurance program administered nationwide by the Centers for Medicare and Medicaid Services, a part of the Department of Health and Human Services. Medicare is for people over the age of 65, or who have certain disabilities.

Answer: C is incorrect. Tricare is a medical insurance program for active duty members of the US military.

Answer: D is incorrect. FEHB is the Federal Employee Health Benefits Program for federal employees, retirees and their families.

**QUESTION 24**

Which of the following commands can verify connectivity between two computers? Each correct answer represents a complete solution. Choose two.

- A. NSLOOKUP
- B. PING
- C. IPCONFIG
- D. TRACERT

**Correct Answer:** BD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

TRACERT and PING commands can verify connectivity between two computers.

TRACERT utility is used to trace the path taken by TCP/IP packets to a remote computer. It traces and reports each router or gateway crossed by a TCP/IP packet on its way to the remote host. The TRACERT utility can be used with the target computer's name or IP address. It is used to detect and resolve network connection problems.

The ping command-line utility is used to test connectivity with a host on a TCP/IP-based network. This is achieved by sending out a series of packets to a specified destination host. On receiving the packets, the destination host responds with a series of replies. These replies can be used to determine whether or not the network is working properly.

Answer: A is incorrect. NSLOOKUP is a tool for diagnosing and troubleshooting Domain Name System (DNS) problems. It performs its function by sending queries to the DNS server and obtaining detailed responses at the command prompt. This information can be useful for diagnosing and resolving name resolution issues, verifying whether or not the resource records are added or updated correctly in a zone, and debugging other server-related problems. This tool is installed along with the TCP/IP protocol through the Control Panel.

Answer: C is incorrect. IPCONFIG is a command-line utility that displays the current TCP/IP configuration, such as the IP address, subnet mask, default gateway, etc. of a networked computer. It refreshes Dynamic Host Configuration Protocol (DHCP) and Domain Name System (DNS) settings. Users can run IPCONFIG from the command prompt whenever they need to know the status of a computer's TCP/IP configuration.

**QUESTION 25**

Which of the following is the most secure among the following encryption algorithms?

- A. 3DES
- B. RC4
- C. AES
- D. DES

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

AES encryption is the most secure among DES, 3DES, and RC4 encryptions. The Advanced Encryption Standard (AES) is an encryption standard that comprises three block ciphers, AES-128, AES-192, and AES-256, adopted from a larger collection originally published as Rijndael. Each AES cipher has a 128-bit block size, with key sizes of 128, 192, and 256 bits, respectively. The AES ciphers have been analyzed extensively and are now used worldwide, as was the case with its predecessor, the Data Encryption Standard (DES). AES is one of the most popular algorithms used in symmetric key cryptography. It is available in many different encryption packages. AES is the first publicly accessible and open cipher approved by the NSA for top secret information.

Answer: D, A, and B are incorrect. DES, 3DES, and RC4 encryptions are weaker than the AES encryption.

**QUESTION 26**

This group can apply incentive payments for the adaption, implementation, upgrading and/or meaningful use of certified electronic health record technology, due to provisions of the Health Information Technology for Economic and Clinical Health Act of 2009. Each correct answer represents a complete solution. Choose all that apply

- A. Hospitals
- B. Patients
- C. Healthcare Clearinghouse
- D. Eligible Providers

**Correct Answer:** AD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Eligible providers including healthcare professionals like physicians, dentists, and therapists as well as hospitals, clinics and other care facilities can apply for incentive payments under the HITECH Act providing that they can demonstrate that they have adopted certified electronic health record technology (EHR), are upgrading their technology, have recently implemented new technology or are engaged in the meaningful use of EHR technology in a manner to improve the quality of healthcare.

Answer: B is incorrect. Patients are not considered eligible providers of health care and would not be eligible to receive incentive payments for the adoption of electronic health record technology.

Answer: C is incorrect. A healthcare clearinghouse is a business that processes healthcare claims between healthcare providers and group health insurance plans. They are not a provider of healthcare and therefore would not be eligible to receive healthcare benefits for the adoption or use of electronic health records.

**QUESTION 27**

Which of the following types of health insurance allows the patient to direct his/her own care?

- A. HMO
- B. Indemnity Plan

- C. Point of Service
- D. PPO

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

An indemnity plan allows you to visit any doctor, any hospital and direct your own care.

Answer: A is incorrect. HMO is incorrect as this offers healthcare services for a prepaid fixed amount of reimbursement. In an HMO, providers and subscribers voluntarily enroll and the HMO assumes responsibility and financial risks.

Answer: C is incorrect. Point of Service (POS) is an agreement where a patient is permitted to choose a provider each time healthcare service is required.

Answer: D is incorrect. PPO is incorrect as this is a network of physicians or healthcare organizations that provide healthcare at a discounted rate in return for higher patient volume.

#### **QUESTION 28**

You are hired by an Office manager at a branch of a home health care service company to help install software for client scheduling, billing and insurance coding and payroll preparation. The office manager is impressed with your work and recommends your work to the next level of administration within the organization. What position might that be? Each correct answer represents a complete solution. Choose all that apply

- A. Board of Directors
- B. Billing Coordinator
- C. Staffing Coordinator
- D. Head of IT

**Correct Answer:** BC

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Most likely, a home health care organization would have a layer of middle management such as a Billing and/or a staffing coordinator that might take a system like you installed with your Office Manager and expand that across the company to other offices.

Answer: D is incorrect. Unless it is a very small home health care company (which can happen), it is unlikely that the Office Manager would speak directly to the president of the organization.

Answer: A is incorrect. It is unlikely that a home health care company would have a Board of Directors active in the day-to-day administration of the company.

#### **QUESTION 29**

As part of your new job at a hospital, you are asked to obtain a copy of the form that would allow request for patient health information so that it can be added to a database of scanned legal forms. What department would you go to in order to obtain this form? Each correct answer represents a complete solution. Choose all that apply.

- A. Accounts payable
- B. Release of Information Office
- C. Health Information Management Services
- D. Medical Records

**Correct Answer:** BCD

**Section:** (none)

## **Explanation**

### **Explanation/Reference:**

There are many names for a department in a hospital that manages access to patient information. The use, disclosure and requests for protected health information are an important part of hospital functions, and the information management department may be split into several different departments or have different names at different facilities. In some small hospitals, the release of information is done within the medical records department. Some hospitals name the medical records department the Health Information Management Department, and some hospitals are so large they maintain a separate office solely to deal with release of information requests, often within the larger Health Information Management Services department.

Answer: A is incorrect. It is unlikely that an accounting, billing or accounts payable department would have control over medical records or the release of patient information.

### **QUESTION 30**

Which of the following is defined as the technical and procedural methods to control and manage confidential information?

- A. Conformity
- B. Privacy
- C. Confidentiality
- D. Data Security

**Correct Answer: D**

**Section: (none)**

### **Explanation**

### **Explanation/Reference:**

Data security is defined as technical and procedural methods to control and manage confidential information.

Answer: A is incorrect. Conformity is defined as an individual adapting their behaviors, thoughts and attitudes to match what are perceived as normal by society. This answer choice is simply meant as a distractor.

Answer: B is incorrect. Privacy is incorrect as this is defined as the individual's right to control disclosure of his or her personal information.

Answer: C is incorrect. Confidentiality is incorrect as this is defined as the legal and ethical obligation of health care professionals to meet the expectation of privacy from patients.

### **QUESTION 31**

your healthcare facility used to keep all healthcare records permanently, but the volume of healthcare information has become unmanageable. Your facility is developing a plan to destroy certain records after a suitable period of time. There is a broad range of state regulations and suggested professional standards for record retention. Which of these record types would likely be kept the longest?

- A. Register of births
- B. Adult patient medical records
- C. Diagnostic images (x-rays, etc.)
- D. Fetal heart monitor records

**Correct Answer: A**

**Section: (none)**

### **Explanation**

### **Explanation/Reference:**

The professional organization AHIMA (American Health Information Management Association) list of recommendations, and several other organizations recommend that a register of births be kept permanently. The reasons for this are that individuals, including the child birthed, may be interested in that record for many years to come.

Answer: B is incorrect. AHIMA and accreditation organizations suggest that the medical records of adults be kept for ten years after the most recent encounter with the patient.

Answer: C is incorrect. Federal, state and professional organizations usually recommend that diagnostic images like x-rays only be retained for 5 years. One exception to this is mammograms, which some organizations suggest retaining for up to thirty years.

Answer: D is incorrect. AHIMA recommends fetal heart monitor records be kept for ten years after the age of majority (i.e. 28 years).

### **QUESTION 32**

You are asked to install an information system in the Nuclear Medicine department in order to record the use of radioisotopes. Which type of information system would you install for this purpose?

- A. Enterprise system
- B. Intradepartmental system
- C. External system
- D. Departmental System

**Correct Answer:** D

**Section:** (none)

**Explanation**

#### **Explanation/Reference:**

A departmental information system is a system that is that is limited and serves the purposes of one department or domain. Examples are dose management systems that are used by pharmacies.

Answer: A is incorrect. Enterprise system is incorrect as this type of system is designed for use for all departments that encompass a large health system including hospitals, clinics and nursing homes.

Answer: B is incorrect. Intradepartmental system is incorrect as this type of system is primarily used by one department but shares functions and information with other departments.

Answer: C is incorrect. External system is incorrect as this type of system is shared by many health organizations to report information required by regulatory agencies or as an information exchange for regional health information networks.

### **QUESTION 33**

Which of the following is the process of verifying and allowing a user on a network?

- A. Encryption
- B. Authorization
- C. Authentication
- D. Communication

**Correct Answer:** C

**Section:** (none)

**Explanation**

#### **Explanation/Reference:**

Authentication is the process of verifying and allowing a user on a network.

Answer: A is incorrect. Encryption is the process of conversion of data into a form that cannot be easily understood by unauthorized persons. The encrypted data is known as cipher text. The cipher text can be converted back into its original form by a process known as decryption. Decryption is the reverse process of encryption.

Answer: B is incorrect. Authorization involves verifying that an authenticated user has permission to perform certain operations or access specific resources. Authentication, therefore, must precede authorization.

Answer: D is incorrect. Communication is the activity of conveying meaningful information.

**QUESTION 34**

Which of the following would refer to the handling and storage of a patient's CT scan?

- A. EMTALA
- B. Health Level 7
- C. DICOM
- D. HIPPA

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

DICOM, short for Digital Imaging and Communications in Medicine, refers to the standard of handling, storing, printing and transmitting information in medical imaging.

Answer: D is incorrect. HIPPA is incorrect is the legislation designed to insure the privacy and security of personal health information.

**QUESTION 35**

You need to undergo a surgical procedure to have your gallbladder removed. This surgical procedure will not require a hospital stay. To which type of healthcare facilities would you go for this type of service?

- A. Nonacute Care Facility
- B. Subacute Care Facility
- C. Acute Care Facility
- D. Ambulatory Care Facility

**Correct Answer:** D

**Section:** (none)

**Explanation**

**Explanation/Reference:**

An ambulatory care center is a facility that offers a variety of outpatient services which is directly overseen by a hospital, but patients do not require a stay in the hospital.

**QUESTION 36**

Two employees, the billing supervisor and the insurance verification secretary, email each other regarding a patient's billing situation. Which of the following would be the least effective way to ensure the PHI of the patient?

- A. Emailing using the employee's e-mail address that they have created for business purposes themselves
- B. Emailing directly to an in-office only e-mail address, accessible only by the involved parties with passwords that maintain encryption.
- C. Emailing and following with a phone call.
- D. Emailing on the company's intranet.

**Correct Answer:** A

**Section:** (none)

**Explanation**

**Explanation/Reference:**

This is the correct answer. It is the least effective method of protection. In this scenario, since the email is created by the employee, it is most likely outside the company's intranet, and perhaps would be a yahoo or Gmail address, something that is, in other words, accessible from outside the office and available to prying eyes who may walk by the employee's computer screen in their home or elsewhere.



Answer: B is incorrect. This is the best option. It's company intranet and it's password protected.

Answer: C is incorrect. It doesn't specify where the information is emailed to and so it could be outside the company's purview. Even if the sender verifies that the receiver got the email, someone else outside the company might also see the email.

Answer: D is incorrect. This is a very good option, but without password protection, it leaves the PHI open to others who have access to that email.

#### **QUESTION 37**

A medical practice knows that its billing office is open to public viewing because it is attached to the front welcome-desk as a time-saving device for communication between billing staff and front office staff. The practice knows that other patients' PHI billing information could easily be viewed by patients standing at the front desk, but chooses not to change the scenario. What kind of penalty could the practice face?

- A. Minimum of \$ 1000
- B. This is not a civil violation, only a criminal violation.
- C. Minimum of \$ 10000
- D. Minimum of \$ 100

**Correct Answer: C**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

This is a civil penalty due to "willful neglect."

Answer: A is incorrect. It is for a violation due to reasonable cause and not neglect.

Answer: B is incorrect. Criminal penalties are only when covered entities actively disclose or obtain PHI in violation of HIPAA.

Answer: D is incorrect. It is only for an individual who did not know and by exercising reasonable diligence would not have known that this was a HIPAA violation.

#### **QUESTION 38**

you are working on installing a new workstation in an area in which medical assistants interact with patients and the public. What are two physical safeguards you can do during installation of the system to help keep protected health information safe at this workstation?

- A. Video surveillance of the area surrounding the workstation, and role based access control programs installed on the machine.
- B. Configuring the server to deny access on the machine after several failed attempts to log on with a user name, and preventing a workstation from being installed facing into a busy corridor
- C. Installing a privacy screen to prevent viewing from the side or above and user-based access control programs installed on the machine.
- D. Installing a privacy screen to prevent viewing from the side or above, preventing a workstation from installed facing into a busy corridor

**Correct Answer: D**

**Section: (none)**

**Explanation**

**Explanation/Reference:**

Simple physical safeguards in a busy public or semi-public area where PHI may be access can include privacy screens installed around a workstation monitor that prevent anyone other than the authorized user directly in front of the screen from viewing the information on the screen. Also, making the simple precaution of checking where a monitor would be facing during use and installing the workstation so that the monitor or display does not face out into a busy corridor is another simply way of protecting PHI.

Answer: A is incorrect. Also video surveillance is considered a physical safeguard to prevent theft of PHI, it is

not usually in a Healthcare IT technicians ability to implement this system during the installation of the workstation. Also, the installation of a role based access control program is not a physical safeguard, but a technical safeguard involving software, likely at the server level.

Answer: B is incorrect. Locking out a user-name for too many failed attempts to access the system is an excellent technical safeguard to protect PHI, but it is not a physical safeguard, and would likely be maintained by software at the server level.

Answer: C is incorrect. As said about Option A, privacy screens are an excellent physical safeguard for installation in a new workstation to added protection for PHI, but access control programs of any kind are not a physical safeguard but a technical safeguard, and likely to be installed and maintained at the server level.

### **QUESTION 39**

Which of the following refers to an indepth, non-numerical description of the information contained in a patient's medical record?

- A. Master Patient Index
- B. Quantitative Analysis
- C. Qualitative Analysis
- D. Statistical Analysis

**Correct Answer: C**

**Section: (none)**

**Explanation**

#### **Explanation/Reference:**

Qualitative Analysis of healthcare information is used to derive an in-depth, non-numerical description of the information contained within a patient's medical record. A qualitative analysis does not contain any statistical analyses.

Answer: A is incorrect. Master Patient Index (MPI) is incorrect as this is a database that contains a unique index for every patient registered at a healthcare organization.

Answer: B is incorrect. Quantitative analysis is incorrect as this refers to information contained within a patient's EHR being converted from words to numbers. The numbers of interest are then quantified and statistically analyzed.

Answer: D is incorrect. Statistical analysis is incorrect as this is the method used to analyze the data obtained from a quantitative analysis of a patient's EHR.

### **QUESTION 40**

Throughtout your medical history you were diagnosed with arthritis in your lumbar spine. The term arthritis is defined as?

- A. Study of joints
- B. Surgical Incision of a joint
- C. inflammation of a joint
- D. Disease of a joint

**Correct Answer: C**

**Section: (none)**

**Explanation**

#### **Explanation/Reference:**

In medical terminology, any word that ends with the suffix -itis refers to an inflammatory condition. Examples are arthritis means inflammation of a joint, laryngitis means inflammation of the larynx, and gastritis means inflammation of the stomach or stomach lining.

Answer: A is incorrect. Study of is incorrect as any term referring to the study of anything end with the suffix -ology, example Radiology is the study of radiation, cardiology is the study of the heart.

Answer: B is incorrect. Surgical Opening is incorrect as any medical condition that refers to opening ends with the suffix -otomy, example thoracotomy means an opening was made in the thorax.

Answer: D is incorrect. Disease is incorrect as any condition that refers to a disease process is accompanied by the suffix -osis, example diverticulosis is as disease of the diverticulum.

#### **QUESTION 41**

Which of the following ports on a computer are used to connect a keyboard? Each correct answer represents a complete solution. Choose two

- A. DB-25
- B. DB-9
- C. PS/2
- D. USB

**Correct Answer:** CD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The PS/2 and USB ports on a computer are used to connect a keyboard.

#### **QUESTION 42**

Fill in the blank with the name of the appropriate authentication technology.

- fingerprint scanner,
- retinal scanner
- facial recognition software
- voice print identification, etc., are part of this technology

**Correct Answer:** biometric

**Section:** (none)

**Explanation**

**Explanation/Reference:**

Biometrics is a method of authentication that uses physical characteristics, such as fingerprints, scars, retinal patterns, and other forms of biophysical qualities to identify a user. Nowadays, the usage of biometric devices such as hand scanners and retinal scanners is becoming more common in the business environment.

#### **QUESTION 43**

Which of the following is the process of making a patient's chart easier to handle after it has become too cumbersome during an extended hospital stay?

- A. Scanning
- B. Archiving
- C. Thinning
- D. Coding

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**

The purpose of thinning is to make a patients chart easier to handle after it has become to large and cumbersome to handle. This act is normally necessary for a patient who has incurred an extended stay in the

hospital. The medical records that have been thinned are not destroyed but sent to the central medical records area where they should still be readily accessible.

Answer: A is incorrect. Scanning is incorrect as this is the act of converting paper medical records into computerized form.

Answer: B is incorrect. Archiving is incorrect as this act is ensuring the documents of a patient's medical record are sufficiently stored for the appropriate length of time in a private location.

Answer: D is incorrect. Coding is incorrect as this is the act of applying the proper codes for medical services for billing purposes.

#### **QUESTION 44**

A 70 year-old man falls down in his home, breaking his hip and hitting his head, cutting it open. He is rushed to the hospital, where he is treated for the head wound and has hip replacement surgery, and is recovering well. Based on the knowledge of the different departments in an organization, which of the following departments would the this man likely come in contact with throughout his treatment? (Select all that apply)

- A. ED
- B. Cardiovascular Department
- C. Perioperative Services
- D. Radiology
- E. ICU

**Correct Answer:** ACD

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 45**

True or False? A public hospital cannot be a teaching hospital?

- A. True
- B. False

**Correct Answer:** B

**Section:** (none)

**Explanation**

**Explanation/Reference:**

#### **QUESTION 46**

A married couple needs to determine a healthcare plan for themselves that will suit their immediate needs and for the coming years. She was recently diagnosed with the onset of Alzheimer's disease, and he takes daily medication for diabetes management, but is otherwise mentally and physically healthy. Of the following healthcare organization, which would make the best choice to fulfill their healthcare needs now and over time?

- A. Nursing Home
- B. Continuing care facility
- C. Intermediate care facility
- D. Home Healthcare

**Correct Answer:** B

**Section:** (none)

**Explanation****Explanation/Reference:****QUESTION 47**

Dr. George and three of his colleagues are opening a private practice. They want to move to a paperless system for their patients. Which software system would make the most sense for them to implement at their office?

- A. Patient Tracking
- B. Order Entry
- C. Practice Management
- D. Scheduling

**Correct Answer: C**

**Section: (none)**

**Explanation****Explanation/Reference:****QUESTION 48**

Of the following statements, which most accurately explains the importance of medical billing and coding in the healthcare industry?

- A. Medical professionals need to get paid appropriately for the services they provide.
- B. There are so many different types of systems using various codes, there needs to be some consistent system for patient data and payment purposes
- C. Patients need to be able to feel comfortable that their information can be transferred between professionals with no mistake.
- D. Medical professionals need to be able to quickly and efficiently record and store pertinent patient information.

**Correct Answer: B**

**Section: (none)**

**Explanation****Explanation/Reference:****QUESTION 49**

Which of the following has the function to focus on coordination of nationwide efforts to implement HIT for electronic exchange of health information?

- A. ONC
- B. COBRA
- C. MOU
- D. NIST

**Correct Answer: A**

**Section: (none)**

**Explanation****Explanation/Reference:****QUESTION 50**

Which of the following terms is used for separating active from inactive records in a filing system?

- A. Riddance
- B. Eradication
- C. Purging
- D. Extracting

**Correct Answer:** C

**Section:** (none)

**Explanation**

**Explanation/Reference:**



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