1) Which of the following suffixes means “lack of strength”?
   A. –algia
   B. –tomy
   C. –asthenia
   D. –trophy
   E. –phasia

2) The body cavity that contains the intestines is the
   A. Thoracic
   B. Spinal
   C. Abdominal
   D. Pleural
   E. Peritoneal

3) The abbreviation q.o.d. as used in prescriptions, means
   A. Every hour
   B. Every two hours
   C. Twice a day
   D. Four times a day
   E. Every other day

4) The pacemaker of the heart is the
   A. Septum
B. SA node
C. AV node
D. Left atrium
E. Mitral valve

5) Which of the following suffixes refers to pain?

A. –phagea
B. –desis
C. –pnea
D. –algia
E. –lysis

6) The organs of the respiratory system include all of the following except

A. Larynx
B. Pharynx
C. Trachea
D. Bronchi
E. Thoracic duct

7) Which of the following terms means “cell eating”?

A. Pinocytosis
B. Phagocytosis
C. Exocytosis
D. Endocytosis
E. Cytokinesis

8) Which of the following is not a body plane?

A. Dorsal
B. Frontal
C. Sagittal
D. Transverse
E. They are all body planes
9) The suffix –kinesia means
   A. Mind
   B. Muscle
   C. Pain
   D. Touch
   E. Movement

10) The abbreviation meaning “immediately” is
    A. prn
    B. stat
    C. qod
    D. ad lib
    E. dc

11) Which of the following is not a type of muscle tissue?
    A. Striated
    B. Visceral
    C. Skeletal
    D. Smooth
    E. Patella

12) The prefix milli- means
    A. One-thousandth
    B. Many
    C. One
    D. One-hundredth
    E. One-tenth

**LAW & ETHICS**

1) Professional negligence is also called
A. Malpractice  
B. Malfunction  
C. Malice  
D. Arbitration  
E. Felony

2) Legally, a physician

A. May not refuse treatment in an emergency situation  
B. May refuse to provide follow-up care after initial treatment  
C. Must provide a diagnosis to a patient’s employer if requested  
D. Must provide a medical history to the patient’s insurance company if the insurance company requests it  
E. May choose to accept a patient if he or she chooses

3) Good Samaritan laws

A. Encourage physicians to render emergency first aid  
B. Exist in all 50 states  
C. Protect physicians against liability for negligence in certain circumstances  
D. Deal with the treatment of accident victims  
E. All of the above

4) A crime punishable by a fine or imprisonment for less than one year is known as a

A. Misdemeanor  
B. Felony  
C. Mitigation  
D. Mutual assent
5) All of the following are reasons for revoking a physician’s license except

A. Mental incapacity
B. Physical incapacity
C. Conviction of a crime
D. Unprofessional conduct
E. Providing atypical care

6) Which of the following items is the most important for medical assistants to keep in mind during their daily work routine in medical offices?

A. Burglary
B. Confidentiality
C. Privilege granted to a physician
D. Consent
E. Good Samaritan laws

7) The patient’s medical record belongs to

A. The patient’s spouse
B. The physician
C. The patient
D. The patient’s attorney
E. The state medical board

8) In cases of malpractice involving res ipsa loquitur,

A. The patient has the burden of proving the physician’s negligence
B. The physician has the burden of proving his or her innocence
C. The physician is not bound by physician-patient confidentiality
D. All of the above
E. None of the above

9) If a patient refuses to consent to treatment, the medical assistant should

A. Schedule the patient for another appointment
B. Force treatment on the patient
C. Force the patient to consent
D. Delay treatment and inform/consult the physician
E. Terminate the patient

10) The Uniform Anatomical Gift Act includes the provision that

A. Physicians who accept organs and tissue in good faith, relying on apparently valid documents, are protected from lawsuits
B. The time of death must be determined by a physician
C. Any person over 18 years of age may give all or any part of his or her body up after death for research or transplantation
D. Both A and C
E. All of the above

**PHARMACOLOGY**

1) Which route is involved in administering a drug by placing it under the patient’s tongue and leaving it there until it is dissolved?

A. Buccal route
B. Sublingual route
C. Subcutaneous route
D. Lozenge route  
E. Transdermal route

2) The angle for the insertion of the needle for an ID injection is

A. 10 – 15 degrees  
B. 20 – 30 degrees  
C. 45 degrees  
D. 90 degrees  
E. Not important

3) Which of the following drug types is used to reduce cholesterol?

A. Hypolipidemic  
B. Anticoagulant  
C. Antiarrhythmic  
D. Cholinergic  
E. Antisecretory

4) The amount of time required for 50% of a drug to be eliminated from the body is called

A. Half-life  
B. Effective dose 50 (ED$_{50}$)  
C. Lethal dose 50 (LD$_{50}$)  
D. Dosage  
E. Half dosage

5) The main body part involved in the metabolism of drugs is the

A. Stomach  
B. Kidney  
C. Small intestine  
D. Large intestine  
E. Liver
6) To administer an intramuscular injection, which needle would you use?

A. 1 inch, 25 gauge
B. 1 ½ inch, 21 gauge
C. 1 inch, 18 gauge
D. ½ inch, 22 gauge
E. 2 inch, 20 gauge

7) A chemical substance that interferes with the development of bacterial organisms is

A. Antiinflammatory
B. Antiviral
C. Antisecretory
D. Antiepileptic
E. Antibiotic

8) In the *Physicians’ Desk Reference*, the index of brand names and generic names for drugs is found in which section?

A. White
B. Blue
C. Pink
D. All of the above
E. None of the above

9) Drugs that increase urine secretion are

A. Laxatives
B. Diuretics
C. Hypolipidemics
D. Cromolyns
E. Uremics

10) The study of natural drugs is called
EXAMINATION ROOM

1) Which of the following thermometers is considered the most accurate indicator of body temperature?
   A. Oral
   B. Aural or tympanic
   C. Axillary
   D. Rectal
   E. Both A and B

2) Disposable single-use gloves should be worn
   A. When taking a blood pressure
   B. When handling specimens
   C. When performing venipuncture
   D. All of the above
   E. B and C

3) Which of the following is not considered a vital sign?
   A. Blood pressure
   B. Pulse rate
   C. Body temperature
   D. Respiration rate
   E. Weight

4) The pulse pressure is
A. The difference between the systolic and diastolic blood pressure
B. An occasional missed beat
C. Absence of a carotid pulse
D. Alternating week and strong beats
E. The difference between apical and radial pulses

5) In which of the following positions, used for the examination of the rectum, does the patient lie on the left side with the left leg slightly flexed?

A. Sims’
B. Prone
C. Lithotomy
D. Dorsal recumbent
E. Trendelenburg’s

6) A patient’s reaction to stress, use of defense mechanisms, and resources for support would be recorded under

A. Chief complaint
B. Past history
C. History of present illness
D. Social history
E. Family history

7) The artery most commonly used for taking a patient’s pulse is

A. Carotid
B. Apical
C. Temporal
D. Celiac
E. Radial

8) A patient in the Sims’ position is lying on the
A. Right side, with left leg flexed  
B. Left side and chest, with right leg flexed  
C. Back with both legs bent  
D. Right side, with right leg flexed  
E. Left side, with left leg flexed  

9) Which of the following respiratory terms means “difficult breathing”?  
A. Bradypnea  
B. Orthopnea  
C. Dyspnea  
D. Apnea  
E. Eupnea  

10) All of the following are responsibilities of the medical assistant in the physical preparation of the patient except  
A. Dressing the patient in a full gown  
B. Asking the patient to empty his or her bladder and bowel  
C. Obtaining and prescribing medications that are not expired  
D. Obtaining and recording the patient’s weight and height  
E. Obtaining the vital signs  

11) A type of instrument that is used to grasp or hold tissues or objects is a  
A. Probe  
B. Scalpel  
C. Scissors  
D. Forceps  
E. Retractor
12) You’ve taken a patient’s temperature and recorded it as 96.9°F. Later, the physician asks you to convert this measurement to Celsius. What is the patient’s temperature in Celsius?

A. 21.8
B. 116.8
C. 36.1
D. 37.9
E. 25.8

13) The pulse rate is

A. Usually higher in adults than children
B. Usually higher in children than adults
C. The same for both
D. Lower at birth than at one year
E. Higher in adults over 60 than in a child under 7

14) A patient lying flat on the abdomen is in the

A. Dorsal position
B. Lithotomy position
C. Supine position
D. Prone position
E. Fowler’s position

15) Needle holders are also called

A. Staples
B. Thumb forceps
C. Suture forceps
D. Hemostatic forceps
E. Dressing forceps

16) The absence of respiration for periods lasting more than 15 seconds is called
A. Bradypnea  
B. Hyperpnea  
C. Shock  
D. Cheyne-Stokes  
E. Apnea

17) Subjective findings include

A. How the patient feels  
B. Information about the patient’s family  
C. Previous pregnancies  
D. All of the above  
E. A and B

18) Sterile wrapped items can be safely stored, and considered sterile, for up to

A. 7 – 14 days  
B. 14 – 21 days  
C. 21 – 28 days  
D. 28 – 35 days  
E. Indefinitely

19) Which of the following positions requires the examination table to be raised in the middle with both ends pointing down?

A. Fowler’s  
B. Proctologic  
C. Knee-chest  
D. Sims’  
E. None of the above

20) A Holter monitor is also called

A. Phonocardiograph  
B. Echocardiograph  
C. Cardiac stress testing
D. Cardiogram
E. Ambulatory electrocardiograph

21) The finest suture material of the following list is

A. 0
B. 00
C. 000
D. 4 – 0
E. 8 – 0

22) A tonometer is used to detect

A. Nerve impairment of the ears
B. Breathing capacity
C. Contact dermatitis
D. Glaucoma
E. Heart rate

23) Wound drainage that contains pus is charted as

A. Serous
B. Normal
C. Serosanguinuous
D. Sanguinous
E. Purulent

24) The position in which the patient is lying flat on the back is known as

A. Prone
B. Sims’
C. Supine
D. Fowler’s
E. Lithotomy

25) A high fever occurs when the body temperature, in degrees, is
26) The best and most accepted method of sterilization is
   A. Dry heat sterilization
   B. Zephrin chloride
   C. Bactericidal solution
   D. Moist heat sterilization
   E. Ultrasound sterilization

27) The physician uses which of the following to examine the patient’s eyes?
   A. Ophthalmoscope
   B. Percussion hammer
   C. Tonometer
   D. Otoscope
   E. Speculum

28) The general term for a surgical suture is
   A. Staple
   B. Ligature
   C. Needle biopsy
   D. Pointed needle
   E. Gauge

29) The purpose of a proctoscopy is to examine the
   A. Prostate gland
   B. Uterus
   C. Rectum
   D. Sigmoid colon
E. Esophagus

30) The scalpel blade size often used to perform minor surgeries is number

A. 5  
B. 10  
C. 15  
D. 25  
E. 30

DEALING WITH EMERGENCIES

1) When you suspect neck injury, what action should you take to open the patient’s airway before administering rescue breathing?

A. Place your mouth over the patient’s nose and blow air into it until the patient’s chest rises
B. Put your fingers behind the jawbone just below the ear and push the jaw forward
C. Wait for EMS personnel, and do not administer rescue breathing
D. Hold the patient’s neck rigidly while you lift the patient’s chin up and push back on the forehead
E. Open an airway in the patient’s neck with a sterile instrument

2) What percentage of the body is involved in a burn that covers one arm and the head of an adult?

A. 1%  
B. 9%  
C. 18%  
D. 36%  
E. 40%
3) Which of the following is a correct way to treat a snakebite?

A. Administer activated charcoal  
B. Walk the patient to a hospital  
C. Suction the wound and apply ice  
D. Immobilize the bitten area and wash it with soap and water  
E. Cut out the affected area

4) Symptoms of head injury may include all of the following EXCEPT

A. Skull deformity and/or unconsciousness  
B. Unequal pupils of the eye  
C. Extreme thirst  
D. Bleeding from nose, mouth, or ears  
E. Vomiting and convulsions

5) A patient with hives most likely will report that he or she has

A. Urticaria  
B. Verruca  
C. A nevus  
D. Shingles  
E. Alopecia

6) Chest pain might indicate

A. Cocaine use  
B. Myocardial infarction  
C. Epistaxis  
D. Both B and C  
E. Both A and B
7) Irreversible brain damage can be caused by tissue anoxia lasting

A. More than 2 minutes  
B. More than 3 minutes  
C. More than 6 minutes  
D. More than 45 minutes  
E. More than 3 hours

8) Closed wounds are called

A. Bruises or contusions  
B. Lacerations  
C. Abrasions  
D. Scrapes  
E. None of the above

9) Heat application

A. Dilates blood vessels  
B. Constricts blood vessels  
C. Elevates blood pressure  
D. Decreases respiration  
E. Produces weight loss

10) The Rule of Nines classifies third-degree burns by assigning a percentage value to different body surfaces. In the case of a small child, which of the following is given a value of 18%?

A. Head  
B. Each lower limb  
C. Each arm  
D. Genitalia  
E. Both palms

11) Which of the following are symptoms of heatstroke?
A. The body tingles, and the patient feels pain
B. There is a white, waxy, or grayish yellow build-up on the skin, and the patient has a high body temperature
C. The skin feels moist and hot, and the patient feels dizzy with a possibly altered mental state
D. The pulse is rapid, the skin is hot and dry, and the patient feels weak
E. The patient has a strange metallic taste in his or her mouth and feels hot

12) According to Good Samaritan laws,

A. Emergency care is required of all medical personnel in all situations
B. Emergency care is permitted only with the verbal consent of the patient
C. Emergency care is permitted when it is within the scope of competence of the person
D. Possible negligence is never a factor in providing emergency care
E. Both B and D

13) Which of the following is a possible treatment of syncope?

A. Having the patient lower his or her head between the legs
B. Laying the patient flat on the patient’s back with the feet slightly elevated
C. Loosening tight clothing and applying a cold cloth to the patient’s face
D. Both B and C
E. All of the above

14) Skin contact with poisonous plants is characterized by all of the following EXCEPT
A. Itching
B. Nausea
C. Redness
D. Rash
E. Headache and fever

15) To treat frostbite, a medical assistant can

A. Massage the affected area gently
B. Rub the affected area with a warmed towel
C. Keep the patient’s head and shoulders slightly elevated
D. Wash the area with soap and water
E. Place warm clothing and blankets around the affected area

16) When administering CPR, how many compressions should you do?

A. 15 in 1 minute
B. 20 in 1 minute
C. 25 in 2 minutes
D. 60 in 1 minute
E. 30 in 2 minutes

17) One possible cause of stroke is

A. Occlusion in the brain by a thrombus
B. Decreased cerebral blood flow
C. Ingested poisons
D. Hypocalcemia
E. Hyperthermia

18) The Heimlich maneuver is used for which of the following?

A. Convulsion
B. Epistaxis
C. Hematemesis  
D. Shock  
E. Choking

19) In emergency childbirth, at what point should the umbilical cord be tied and cut?

A. When the infant is fully out  
B. Within 10 minutes of birth  
C. When the infant starts breathing  
D. When the mother and baby get to the hospital  
E. When the baby is ready to nurse

20) A characteristic of second-degree but not first-degree burns is

A. Redness  
B. Discoloration  
C. Development of blisters  
D. Swelling  
E. Pain

21) When a patient scraped his skin, he most likely got a(n)

A. Incision  
B. Laceration  
C. Abrasion  
D. Puncture  
E. Bruise

22) Which of the following should not be done when a patient complains of abdominal pain?

A. Have the patient lie on the back  
B. Apply heat to the patient’s abdomen  
C. Have the patient flex the knees  
D. Monitor the patient’s pulse
E. Check for signs of shock

23) Treat hypoglycemia by

A. Administering glucose
B. Giving the patient plain orange juice
C. Loosening the patient’s restrictive clothing and elevating the patient’s head
D. Administering immunization as soon as possible
E. None of the above

24) If a patient describes an aura before the onset of a severe headache, this is often a sign of

A. CVA
B. Migraine
C. Hay fever
D. Brain tumor
E. Seizure

25) Anaphylactic shock occurs following

A. Hemorrhage
B. Allergic reaction
C. Toxemia of pregnancy
D. Cardiac arrest
E. None of the above

26) A patient is obviously suffering with epistaxis, and the physician is unavailable. A medical assistant should

A. Refer the patient to a specialist
B. Send the patient to the nearest hospital
C. Apply cold packs or cotton moistened with cold water
D. Have patient place the head between the knees
E. Apply artificial respiration
27) When treating a second-degree burn, a medical assistant should

A. Break blisters to relieve the patient’s pain  
B. Immerse the burned area in cold water  
C. Remove charred or adhered clothing  
D. Apply medical ointments to the affected area  
E. Apply a wet, sterile dressing

28) White, waxy, or grayish yellow skin that also feels crusty and softness in tissue beneath the skin could indicate

A. Heatstroke  
B. Frostbite  
C. Contusion  
D. Hypothermia  
E. Shock

29) The most severe and major complication for burn victims is

A. Pain  
B. Anemia  
C. Infection  
D. Malignant fever  
E. Both B and C

30) In poisoning emergencies, the medical assistant should, in order to gather information for the Poison Center and treatment of the victim, determine

A. What type of poison was taken  
B. When the poison was taken  
C. How much of the poison was taken  
D. Under what circumstances the poison was taken  
E. All of the above
31) Which is *not* a common symptom of a myocardial infarction?

A. Nausea  
B. Angina  
C. Dyspnea  
D. Diaphoresis  
E. Polyuria

32) Which of the following should *not* be done by a patient with a concussion?

A. Eat  
B. Take aspirin  
C. Take acetaminophen  
D. Rest  
E. Gradually resume normal activities

33) Symptoms of insulin shock include

A. Restless and confusion  
B. Cold, clammy skin  
C. Profuse sweating  
D. Rapid, weak pulse  
E. All of the above

34) The Good Samaritan law explicitly allows medical assistants

A. To administer first aid within the scope of their competence  
B. To call the EMS system and stay with the victim until EMS personnel arrive  
C. To act feely in an emergency situation to save the victim’s life  
D. To diagnose the patient at the scene of an accident or emergency
E. Only to call the EMS system and wait for authorized personnel but not to touch or communicate with an accident victim

35) An antihistamine that may be used to treat an allergic reaction is

A. Bactrim
B. Motrin
C. Benadryl
D. Inderal
E. Indorin

36) A temporary absence of respiration is

A. Infiltration
B. Apnea
C. Dyspnea
D. Hyperpnea
E. Atelectasis

37) A wound that barely penetrates the skin is charted as being

A. Superior
B. Superficial
C. Proximal
D. Distal
E. Deep

38) An antipyretic agent works against

A. Fever
B. Rash
C. Toothaches
D. Poison
E. Acne
39) If a patient is bleeding from the lower arm and direct pressure and elevation do not stop the bleeding, where should pressure be applied?

A. Radial-ulnar artery  
B. Brachial artery  
C. Subclavian artery  
D. Carotid artery  
E. Phrenic artery

40) The first thing that should be done in an emergent situation involving an unconscious person is to

A. Assess victim’s airway  
B. Control any bleeding  
C. Apply a tourniquet  
D. Call for help  
E. Give breaths