

# MEDICAL ASSISTANT STUDY GUIDE

## BASIC ANATOMY & MEDICAL TERMINOLOGY

- 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

- E. Arbitration
- 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



- A. Pharmacology
- B. Toxicology
- C. Posology
- D. Pharmacognosy
- E. Pharmacokinetics

## **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 weak 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. Serosanguinous
  - 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

- A. 98 – 99 F
- B. 99 – 101 F
- C. 101 – 103 F
- D. 103 – 105 F
- E. 38.3 – 39.5 C

26) The best and most accepted method of sterilization is

- A. Dry heat sterilization
- B. Zephirin 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. Prostrate 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