

NHA CMAA Certification EXAM STUDY GUIDE 2023 Questions and Answers

A dental office increases the cost of a routine teeth cleaning. The medical administrative assistant should take which of the following actions? - Answer- Update the fee schedule

Employers are mandated to provide a training program to employees regarding OSHA guidelines within which of the following timeframes - Answer- Before a employee begins work and annually thereafter

Which of the following actions should a medical administrative assistant take if a patient has an existing workers' compensation case? - Answer- Obtain the carrier case number

Required when a patient needs a diagnostic procedure - Answer- Written order from the provider

The amount owed when out-of-pocket medical expenses have not been met - Answer- Deductible

When reviewing laboratory results, a medical administrative assistant should take which of the following actions after pulling the patient's chart and flagging abnormal results? - Answer- -Place the results on the providers desk for review

Necessary to confirm pt demographics - Answer- -Occupation

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Which of the following terms indicates the improper release of phi? - Answer- Breach of confidentiality

A patient request a follow up visit for an unavaialable time slot. Which of the following actions is appropriate for the medical administrative assisyant to take? - Answer- - Schedule an appointment closest to the requested time slot.

What should be included when creating a reception area for a pediatric clinic - Answer- - Artificial plants and floral arrangement for aesthetics

What should be done when the MA discovers an error in an EMR from a previous pt visit? - Answer- -Make a new entry in the EMR with the corrected information

Removal of all or part of an organ or tissue - Answer- -Lymphadenectomy

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Marcel A. Müller



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