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QUESTION 1

To ensure accuracy in testing all equipment must be properly _____.

- A. Calibrated
- B. Cleaned
- C. Catalogued
- D. Costed

Correct Answer: A

However accurate a testing apparatus may be, it will not produce a correct result unless it has been calibrated properly prior to use. Always check apparatus is properly calibrated using manufacturer instructions, and regularly recheck calibration throughout testing.

QUESTION 2

If a medical assistant is _____, it means that the medical assistant performs her duties in compliance with the standards of her job description.

- A. Dependable
- B. Negligent
- C. Competent
- D. Trustworthy

Correct Answer: C

QUESTION 3

Which of the following it would be considered if a medical assistant touches a patient with the intention of harming them?

- A. Malpractice
- B. Battery
- C. Harassment
- D. Assault

Correct Answer: B

QUESTION 4



For which of these purposes may NOT petty cash be used?

- A. Purchasing office sundries
- B. Advances on staff salaries
- C. Paying excess delivery charges
- D. Paying cab fares for staff on office business

Correct Answer: B

Petty cash is the sum of money held in the office to meet immediate office running needs.

It should not be used for staff loans or advances on salary; borrowing from petty cash without authorization, even if there is a genuine intention to return the borrowed sum, could be classified as theft.

QUESTION 5

Tachypnea is generally defined as a patient taking more than _____ breaths per minute.

- A. 20
- B. 25
- C. 15
- D. 30

Correct Answer: A

A normal healthy adult will take between 12 and 20 breaths per minute. Any more than this is defined as tachypnea and is a cause for concern that should be reported to a physician. However, you should take external factors into consideration, for example if the patient just climbed stairs to reach the examination, and be aware that newborn infants normally breathe at up to 44 breaths per minute.

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