

MEDICAL ASSISTANT (MA1)

1. Who is known as "The Father of Medicine?"
 - A. Moses
 - B. Aesculapius
 - C. Hippocrates
 - D. Vesalius

2. The medical assistant must have basic knowledge of ____ as they relate to the medical profession.
 - A. law and ethics
 - B. contamination codes
 - C. insurance policies
 - D. medical milestones

3. During the physician's absence, the medical assistant can give emergency care to a patient.
 - A. True
 - B. False

4. It is not a good policy for the medical assistant to discuss patients' complaints with them because, _____.
 - A. patients can sue for being given bad advice
 - B. it can result in the loss of the M/A's license
 - C. the patient tends to identify the M/A's remarks as being the opinion of the doctor
 - D. the physician may feel threatened

5. An _____ is an organization that provides comprehensive health care to an enrolled group for a fixed, periodic payment.
 - A. HMO
 - B. JPG
 - C. FACP
 - D. AMA

6. _____ is the specialty concerned with the complete, non-surgical care of an adult.
 - A. Nuclear medicine
 - B. Internal medicine
 - C. Emergency medicine
 - D. Immunology

7. What is the normal blood pressure of an adult?
 - A. 120 / 80
 - B. 68 / 170
 - C. 300 / 700
 - D. 250 / 350

8. _____ is the specialty devoted to the medical and surgical treatment of diseases in women, especially those of reproductive organs and functions.
 - A. Ophthalmology
 - B. Anesthesiology
 - C. Gynecology
 - D. Obstetrics

9. _____ medicine is the specialty concerned with the physiological, pathological, and psychological problems encountered by humans in space.
 - A. Neurological
 - B. Aerospace
 - C. Nuclear
 - D. Radiology

10. Therapeutic radiology involves the use of ionizing radiation in the treatment of _____.
 - A. Crohn's disease
 - B. congenital defects
 - C. cancer and tumors
 - D. migraine headaches

11. A band of fibrous connective tissue that extends from a muscle to a bone is known as a _____.
- A. tendon
 - B. vein
 - C. capillary
 - D. nerve
12. _____ is the science that deals with the causes, mechanisms of development, and effects of disease.
- A. Pediatrics
 - B. Dermatology
 - C. Pathology
 - D. Immunology
13. _____ are abnormal reactions to substances that are harmless to most people.
- A. Metabolics
 - B. Hemostatics
 - C. Allergies
 - D. Neurostatics
14. Which of the following is NOT a communicable disease?
- A. Diabetes
 - B. Diphtheria
 - C. Smallpox
 - D. Typhoid fever
15. A _____ assistant in professional attire has a positive psychological effect on patients.
- A. well-dressed
 - B. friendly
 - C. well-groomed
 - D. light-hearted
16. A medical assistant that does not wear a _____ should still follow the principle of good taste and propriety in choosing office wardrobe.
- A. stethoscope
 - B. name tag
 - C. uniform
 - D. lab coat
17. An EKG machine is most generally used for the diagnosis of _____.
- A. heart disease
 - B. rheumatic fever
 - C. tuberculosis
 - D. infantile paralysis
18. Post-partum care is generally given after _____.
- A. a gall bladder operation
 - B. shock therapy
 - C. child birth
 - D. an x-ray examination
19. Fever, chills, inflamed eyelids, running nose, and cough are all symptoms of _____.
- A. measles
 - B. chickenpox
 - C. tuberculosis
 - D. scarlet fever
20. Penicillin is effective in the treatment of several diseases because it _____.
- A. builds up bodily resistance to the disease
 - B. builds immunity to the organisms causing the disease
 - C. halts the growth of disease-producing organisms
 - D. kills the organisms causing the disease

21. The science of human behavior is called _____.
- psychiatry
 - mental hygiene
 - psychology
 - psychoanalysis
22. If a patient lying on her side is uncomfortable, the nurse may give her a(n) _____.
- extra top cover
 - back rest
 - snug abdominal bandage
 - pillow to support the lumbar region
23. If a patient shows a sign of a pressure sore at the base of the spine, you should _____.
- try a sitting position for the patient
 - use small cotton rings on the pressure spot
 - apply an ointment to the sore
 - place an air-ring under the patient's buttocks
24. The microscopic examination of bacteria is used to determine _____.
- best conditions of growth
 - their virulence
 - their size, shape, etc.
 - their relation towards certain foods
25. You are alone in the clinic as the doctor and the nurses are running late. A patient begins coughing and has a severe hemorrhage. The best procedure for you to follow is _____.
- give patient a stimulant and apply a cold compress to the back of the neck
 - call other clinics to see if there is anyone else on duty
 - do nothing until the doctor arrives
 - call the police for an ambulance
26. A patient in the clinic is in immediate need of first-aid for shock. The most important thing to do in the absence of both doctor and nurse is to _____.
- make the patient comfortable and administer a sedative
 - keep the patient on his feet and moving about to activate blood circulation
 - keep the patient as warm as possible.
 - try to locate the doctor before doing anything
27. Of the following, the one that is NOT considered to be the duty of the assistant is _____.
- interview the patient
 - administer local anesthesia to patients
 - take patient's temperature
 - aid the patient in preparing for a medical exam
28. When a patient is given food intravenously, it means _____.
- orally
 - against his will
 - through the veins
 - without condiment
29. A bed cradle is a useful device for _____.
- elevating an extremity
 - keeping the weight of upper bed covers off the patient
 - helping to keep a restless patient in bed
 - allowing for free circulation of air
30. Which one of the following is NOT a method of an x-ray examination?
- Pyelogram
 - Bronchogram
 - G.I. series
 - Cardiogram

31. An opinion as to the probable course and outcome of a disease is known as a(n) _____.
- examination
 - diagnosis
 - case history
 - prognosis
32. Ringworm on the skin is caused by a _____.
- bacterium
 - fungus
 - protozoan
 - worm
33. When caring for a child with measles, it is recommended that you _____.
- protect the child's eyes from direct light, but select a room which is light and airy
 - regulate the temperature of the room to about 72-75 degrees Fahrenheit
 - keep the child in a darkened room to protect its eyes
 - have the child wear woolen clothing for warmth
34. The most infectious stage of measles is the _____.
- febrile
 - convalescent
 - eruptive
 - coryzal
35. Cold applications tend to _____.
- decrease blood supply in the area to which they are applied
 - dilate the blood vessels
 - increase blood supply in the area to which they are applied
 - increase pressure on the nerve endings
36. The diet for a patient with gallstones may include _____.
- grapefruit juice
 - liver
 - cream
 - peas
37. A rich source of vitamin K is _____.
- butter
 - spinach
 - oranges
 - milk
38. Argylol is most commonly associated with the treatment of the _____.
- ears
 - eyes
 - mouth
 - nose
39. Body temperature taken through the rectum is _____ body temperature taken orally.
- 1 degree lower than
 - the same as
 - 1 degree higher than
 - 2 degrees higher than
40. Which of the following is NOT part of the human skeleton?
- Femur
 - Humerus
 - Tibia
 - Brain
41. If the medical assistant's desk is in open view of the patients, it should _____.
- have the patients' records easily accessible
 - have the doctor's business cards on display
 - have a telephone available for patient use
 - be free of clutter

42. Which of the following denotes normal vision?
A. 20 / 10
B. 20 / 20
C. 20 / 30
D. 20 / 40
43. Prescriptions are necessary for patients to obtain certain drugs because the drug is _____.
A. poisonous
B. habit-forming
C. expensive
D. potent
44. When scheduling appointments, attempt to make the appointment suit the need of the _____.
A. physician
B. patient
C. the insurance company
D. the office manager
45. A stethoscope is an instrument used for _____.
A. determining blood pressure
B. taking the body temperature
C. chest examination
D. determining the amount of sugar in the blood
46. The aorta is a(n) _____.
A. bone
B. artery
C. ligament
D. nerve
47. The instrument used to measure blood pressure is the _____.
A. sphygmomanometer
B. manometer
C. vasoconstrictor
D. diastole
48. The normal respiration rate of an adult is _____ respirations per minute.
A. 2-26
B. 12-30
C. 28-36
D. 12-20
49. Which of the following is most commonly used in the treatment of arthritis?
A. Radium
B. An electrocardiogram
C. A radiograph
D. Diathermy
50. When filing letters by subject, you should be primarily concerned with the _____.
A. name of the sender
B. main topic of the letter
C. date of correspondence
D. alphabetic cross reference
51. When shaking down a thermometer, allow the column of mercury to fall below _____.
A. 95 degrees Fahrenheit
B. 90 degrees Fahrenheit
C. 87 degrees Fahrenheit
D. 85 degrees Fahrenheit
52. Air seeping into the mouth will interfere with an accurate body temperature reading.
A. True
B. False

53. _____ is the specialty that covers the stomach, small intestine, and the bowels down to the rectum.
- Endocrinology
 - Gastroenterology
 - Ophthalmology
 - None of the Above
54. A patient with edema has _____.
- lack of red blood cells
 - too much water in the body tissue
 - blood in the urine
 - a swollen gland
55. Glaucoma is a disease of the _____.
- thyroid gland
 - liver
 - bladder
 - eye
56. The word coagulate means _____.
- bleeds excessively
 - break up
 - work together
 - form a clot
57. The Wasserman test is used to determine if the patient has _____.
- diphtheria
 - leukemia
 - scarlet fever
 - syphilis
58. The autoclave is a(n) _____.
- apparatus for sterilizing under high pressure
 - automatic stomach pump
 - portable, self-operating general anesthesia
 - self-adjusting leg splint
59. A bronchoscope is usually used in the examination of the _____.
- kidneys
 - heart
 - stomach
 - lungs
60. The main reason for storing x-ray film in lead containers is to protect the film from _____.
- moisture in the atmosphere
 - exposure to stray x-rays
 - dust and other particles
 - extreme changes in temperature
61. A pelvimeter is most often used in the examination of a patient in the _____ clinic.
- chest
 - cancer
 - prenatal
 - eye
62. Incontinence is the term used to describe a(n) _____.
- involuntary passage of urine.
 - nosebleed
 - inflammation of a nerve
 - a mild form of insanity
63. A biopsy is best described as a(n) _____.
- post-mortem examination of the human body
 - blood test
 - examination of tissue removed from a living organism
 - test to determine acidity of body fluids

64. Dyspepsia is a condition in which there is _____.
- A. a great difficulty in breathing
 - B. a disturbance of digestion
 - C. lack of energy due to insufficient food
 - D. uncontrollable desire for alcohol
65. Hematology is the science concerned with the composition of _____.
- A. blood
 - B. bile
 - C. spinal fluid
 - D. gastric juice
66. What is the name of the stick used to indicate immunity from diphtheria?
- A. Snellen
 - B. Dick
 - C. Wasserman
 - D. Schick
67. Which of the following is part of the nervous system?
- A. Spinal cord
 - B. Pancreas
 - C. Muscle
 - D. Cranium
68. A mass program designed to curb the spread of poliomyelitis is based upon hypodermic injection of all children under 10 with _____.
- A. blood plasma
 - B. cortisone
 - C. ACTH
 - D. gamma globulin
69. Bacteria are known to flourish best in a place which is _____.
- A. cold and dry
 - B. cold and damp
 - C. hot and damp
 - D. hot and dry
70. Which of the following is a vision defect?
- A. Aphasia
 - B. Astigmatism
 - C. Caries
 - D. Toxemia
71. The biceps and triceps are the principle muscles of the _____.
- A. arm
 - B. chest
 - C. neck
 - D. back
72. A cataract is a diseased condition of the _____.
- A. brain
 - B. ear
 - C. eye
 - D. throat
73. What organ of the body secretes bile?
- A. Stomach
 - B. Liver
 - C. Heart
 - D. Kidney

74. The highest incidence of tuberculosis occurs during the ages of _____.
- A. 1-9
 - B. 10-14
 - C. 15-30
 - D. 31-35
75. Any dishes that are used by a patient who has a communicable disease should be _____.
- A. scraped, rinsed then washed
 - B. soaked overnight in a strong disinfectant solution
 - C. boiled for twenty minutes
 - D. kept separately and washed with soap and hot water
76. When papers are filed _____, they are filed according to the date of their receipt.
- A. numerically
 - B. geographically
 - C. chronologically
 - D. alphabetically
77. The nurse assisted in the biopsy of the patient. Biopsy means _____.
- A. autopsy
 - B. excision and diagnostic study of tissue
 - C. biography and health history
 - D. administering of anesthesia
78. In obtaining medical case data, a medical record librarian should discourage the patient from giving irrelevant information. Irrelevant meaning _____.
- A. too detailed
 - B. pertaining to relatives
 - C. insufficient
 - D. inappropriate
79. Which of the following the NOT generally used to alleviate pain?
- A. Aspirin
 - B. Morphine
 - C. Cocaine
 - D. Quinine
80. When a drug is administered subcutaneously, it means by _____.
- A. mouth
 - B. injection beneath the skin
 - C. application on the surface of the skin
 - D. rectum
81. Which of the following is not a disinfectant?
- A. Boiling water
 - B. Iodine
 - C. Formaldehyde
 - D. Novocaine
82. Which of the following is the least related to the pulse rate of an individual?
- A. Blood pressure
 - B. Temperature
 - C. Weight
 - D. Emotional state
83. Which of the following conditions is infectious?
- A. Diabetes
 - B. Tuberculosis
 - C. Appendicitis
 - D. Hypertension

84. The Dick Test is used to determine susceptibility to _____.
- A. measles
 - B. scarlet fever
 - C. diphtheria
 - D. small pox
85. The esophagus is part of the _____.
- A. alimentary canal
 - B. abdominal wall
 - C. mucous membrane
 - D. circulatory system
86. Which of the following is NOT a blood vessel?
- A. Vein
 - B. Capillary
 - C. Ganglion
 - D. Artery
87. Vital statistics include data relating to _____.
- A. births, deaths and marriages
 - B. the cost of food, clothing, and shelter
 - C. the number of children per family unit
 - D. diseases and their comparative mortality rates
88. Blood takes on oxygen as it passes through the _____.
- A. liver
 - B. heart
 - C. spleen
 - D. lungs
89. The fatty substance in the blood which is deposited in the artery walls and is believed to cause hardening of the arteries is _____.
- A. amino acid
 - B. phenol
 - C. cholesterol
 - D. pectin
90. When giving artificial respiration, it should be kept in mind that air is drawn into the lungs by the _____.
- A. expansion of the chest cavity
 - B. contraction of the chest cavity
 - C. expansion of the lungs
 - D. contraction of the lungs
91. The thoracic area of the body is located in the _____.
- A. abdomen
 - B. lower back
 - C. chest
 - D. neck
92. Petit mal is a form of _____.
- A. epilepsy
 - B. syphilis
 - C. diabetes
 - D. malaria
93. The branch of medicine that deals with people of old age is called _____.
- A. pediatrics
 - B. geriatrics
 - C. serology
 - D. histology



94. The branch of medicine that deals with diseases pertaining to women is _____.
- A. pathology
 - B. orthopedics
 - C. neurology
 - D. gynecology
95. The measurement of blood pressure involves two readings know as _____.
- A. metabolic, diastolic
 - B. systolic, diastolic
 - C. metabolic, hyperbolic
 - D. hyperbolic, systolic
96. An enema is most commonly used to _____.
- A. induce vomiting
 - B. irrigate the stomach
 - C. clear the bowels
 - D. drain the urinary bladder
97. The Snellen chart is used in examinations of the _____.
- A. eyes
 - B. blood
 - C. urine
 - D. bile
98. Which of the following medical supplies should be refrigerated?
- A. Vaseline jelly
 - B. Paregoric
 - C. Aureomycin
 - D. Hydrogen peroxide
99. Which of the following is an anesthetic?
- A. Novacaine
 - B. Phenobarbital
 - C. Benzedrine
 - D. Witch hazel
100. The complete destruction of all forms of living micro-organisms is called _____.
- A. decontamination
 - B. fumigation
 - C. sterilization
 - D. germination

