

# **NHA MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION COMPLETE WRITTEN EXAM UPDATE**

which of the following terms describes a collection of associated files that functions as a basis for retrieving information? - database. databases are used in health care settings to document, track, and store patient information

a medical assistant is performing inventory for a clinic which of the following actions should the assistant take while performing inventory? - prepare a purchase order. the assistant should prepare a list of all supplies that require replacement and prepare a purchase order for those supplies.

which of the following allows a patient to confirm or cancel an appointment remotely? - automated call routing. automated call routing allows patients to confirm or cancel appointment times with keystrokes on a telephone

which of the following methods of filing paper medical records involves placing newer reports on top of older reports? - shingling. shingling is a method of filing in which a new report is laid on top of an older report, resembling the shingles on a roof

which of the following terms describes the act of unlawfully increasing the reimbursement amount from a third-party payer? - upcoding. upcoding describes the unlawful act of billing services at a higher rate than contracted to receive a larger reimbursement from a third-party payer. this is also known as overcoding, code creep, and overbilling

a medical assistant is helping a patient check out. which of the following actions should the assistant take? - review the patient's medical record. the assistant should review the patient's medical record to check for further instructions from the provider. this information helps the assistant to schedule a follow-up appointment for the patient if necessary

a medical assistant is performing claim submission for a medical office. which of the following processes involves the electronic auditing and sorting of claims? - clearinghouse submission. a clearinghouse submission allows a provider to submit multiple insurance claims electronically in batches for a small fee. the clearinghouse uses special software to audit and sort claims for various insurance carriers

which of the following medical record content areas includes a patient's demographic data? - subjective. the subjective content area includes personal demographics, along with medical, family, and social history

# Nha Medical Administrative Assistant Certification Exam Study Guide

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