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QUESTION 1

Under which of these circumstances must patient records be released?

- A. Demand from an insurance company
- B. Demand from law enforcement
- C. Demand from patient's next of kin
- D. Court subpoena

Correct Answer: D

A court subpoena is the only one of these with which it is compulsory to comply; the other entities must obtain court orders if they wish to access patient records and the patient refuses access. Even in the case of a subpoena, it is best to check the legality of the order with legal staff or senior management before complying.

QUESTION 2

A patient is always late for their scheduled appointments. The office manager spoke to the patient about the issue, but it has not changed the patient's behavior.

Which of the following is an appropriate next step?

- A. Always schedule them at the end of the day
- B. Charge them a late fee
- C. Force them to find another doctor
- D. Have a heart-to-heart talk with them about the situation

Correct Answer: A

QUESTION 3

What does "respondeat superior" mean in law?

- A. An employer can be held responsible for employee actions
- B. Employers are not responsible for employee actions
- C. Only employers are responsible for employee actions
- D. Employees are the only ones responsible for their actions

Correct Answer: A

Respondeat superior translates as "let the master answer" and means that an employer can be held responsible for an employee's actions, provided those actions come under the heading of their employment, for example a clinic may be

held accountable for a medical practitioner's negligence. However, this does not mean that employees will necessarily escape sanction for malpractice or negligence: both employer and employee can be sanctioned.

QUESTION 4

What financial record is typically the most active in a clinic?

- A. Accounts payable
- B. Employee payroll
- C. Accounts receivable
- D. Malpractice liability

Correct Answer: C

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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