This is a timed exam. You have exactly 3 hours to complete the exam
Legal Notices

INDIVIDUALS ENROLLED IN THE “NATIONAL NURSING HOME ADMINISTRATION LICENSING COURSE” ARE PURCHASING THE PROFESSIONAL KNOWLEDGE OF THE INSTRUCTOR TO ASSIST THE STUDENT TO PREPARE FOR THE NATIONAL “NURSING HOME ADMINISTRATOR’S” EXAM.

The course is a 5-week intensive self-study test preparation program designed to provide the student a unique personalized and structured learning environment where progress is monitored by the instructor through email to help students maintain focus and complete scheduled assignments timely. The student and instructor can negotiate additional instruction time and fees if necessary.

THE INSTRUCTOR MAKES NO EXPRESS OR IMPLIED WARRANTY OR REPRESENTATION OF ANY KIND THAT COMPLETION OF THIS OR ANY LICENSURE PREPARATION COURSE OFFERED BY INSTRUCTOR WILL GUARANTEE A PASSING SCORE ON ANY LICENSING EXAM.

An individual’s ultimate success in passing the licensure exam is dependent on an individual’s professional experience, academic preparation, and the time and energy the individual can commit to exam study and preparation.

A student’s work schedule or other commitments may require more time to prepare for an exam than allotted. The student is solely responsible for licensing exam registration/testing and retesting fees.

Contact Information

You may contact Stan Mucinic by email smucinic@yahoo.com with any questions or after you score each exam.
1. A ______ can serve as the activity director of a nursing home.
   
   1. DON
   2. Professional social worker
   3. Occupational therapist
   4. Physical therapist

2. Which of the following contains guidelines for the determination of monetary damages regarding billing practices?
   
   1. Health Insurance Portability and accountability act of 1996 (HIPPA)
   2. False claims act
   3. MMA (Medicare modernization)
   4. Sarbanes-Oxley act

3. Which of the following has PRIMARY responsibility for developing comprehensive psychosocial treatment plans for new residents?
   
   1. Social worker
   2. DON
   3. Charge nurse
   4. Administrator

4. If a resident requests copies of records from their clinical chart on Friday, when is the soonest staff must provide them those copies?
   
   1. Saturday
   2. Sunday
   3. Monday
   4. Tuesday

5. Physical therapists, occupational therapists, and speech therapists must be ________.
   
   1. Licensed
   2. Board certified
   3. Certified
   4. A member of a professional organization

6. Must keep the resident contract for ____ years.
   
   1. 3
   2. 5
   3. 7
   4. 10
7. True or False – A job applicant can be asked if they were ever arrested.
   1. True
   2. False

8. A nurse aide cannot work more than ___ months without completing their state certification.
   1. 2
   2. 3
   3. 4
   4. 6

9. Bylaws are defined as:
   1. A detailed guide to developing policies and procedures
   2. Rules and regulations that govern a corporation’s internal mgmt
   3. Rules and regulations that govern a corporations external mgmt
   4. A process for determining whether a facility meets federal standards

10. A facility must have ___ fire drills each year.
    1. 4
    2. 8
    3. 12
    4. 16

11. In order to ensure a homelike environment and assist the resident’s orientation of time of day, weather, and general location, a resident room must have a _________.
    1. Television
    2. Window
    3. Phone
    4. Radio

12. The comprehensive assessment must be completed within ___ days of admission.
    1. 7
    2. 14
    3. 21
    4. 30
13. How often must the comprehensive care plan be reviewed?

1. Weekly
2. Monthly
3. Quarterly
4. Annually

14. FMLA stands for ________.

1. Federal Medical Liability Act
2. Family Medical Leave Act
3. Federal Malpractice Liability Act
4. Federal Medical Licensing Agency

15. The Family Medical Leave Act allows employees ______ weeks of unpaid leave each year.

1. 6
2. 12
3. 18
4. 24

16. Under FLSA, minors under 16 years of age ____________.

1. Are not allowed to work
2. Only need signed permission of a parent
3. Must obtain a temporary work permit from the Department of Labor
4. All of the above

17. Which document is the governance of a corporation?

1. Articles of Incorporation
2. The certificate of incorporation
3. The mission statement
4. The bylaws

18. What is the mission statement?

1. The culture of a corporation
2. The philosophy of a corporation
3. The purpose of a corporation
4. The document filed with the state to form a corporation
19. Which organization provides research to OSHA?

1. NFPA
2. ANSI
3. OBRA
4. NIOSH

20. Which organization developed the standards for the Life Safety Code?

1. NFPA
2. ANSI
3. OBRA
4. NIOSH

21. According to CMS requirements, a resident has the right to access copies of his/her medical record upon:

1. Submission of an oral or written request 24 hours before needed
2. Receiving the written consent of the DON
3. Receiving attending physician’s approval
4. Submission of a verbal request and payment of a fee

22. At a staff meeting, the dietician proposes new snack times for residents. The plan would eliminate the bedtime snack and replace it with a mid afternoon dessert and fruit cart. Should the administrator approve the proposal?

1. No, because federal regulations mandate a daily bedtime snack
2. Yes, but the cost must be considered
3. Yes, however dietician must prepare a report that demonstrates they meet nutrition standards
4. No, because the nursing staff would not have time to assist with snacks mid afternoon

23. With regard to facility staffing levels, the facility must staff according to:

1. PPD standards
2. Acuity levels in the facility
3. Facility mix for Medicaid
4. Minimum state staffing hours

24. How often must the comprehensive assessment plan be reviewed?

1. Weekly
2. Monthly
3. Quarterly
4. Annually
25. Who must certify the comprehensive assessment?

1. The Medical director
2. A licensed nurse
3. A registered nurse
4. The DON

26. Which of the following management styles provides least direction and support to staff?

1. Coaching
2. Directing
3. Delegating
4. Supporting

27. A facility is cited for several deficiencies that were not cited as immediate jeopardy. The facility must submit a plan of correction within _________.

1. 10 days after notice of the deficiency
2. 14 days after survey completion
3. 30 days after survey completion
4. 30 days after notified

28. Nursing facilities must file a request for formal dispute resolution within how many days of receiving deficiencies?

1. 2
2. 5
3. 10
4. 20

29. The most significant cost for a nursing facility is ______.

1. Labor
2. Mortgage
3. Supplies
4. Equipment

30. A nursing facility fire protection standards are specified by ______.

1. Life Safety Code
2. ANSI
3. OSHA
4. Underwriter’s Laboratory

31. Reality orientation is most appropriate for residents who _____________.

1. Are blind
2. Are depressed
3. Have late stage dementia
4. Have early stage dementia
32. Management of communications between the nursing facility and the public is called ______.

   1. Marketing
   2. Public Relations
   3. Market segmentation
   4. Market opportunity analysis

33. Which of the following nutritional interventions is considered the last resort to ward off significant weight loss?

   1. Supplements with meds
   2. Larger than normal or double portions
   3. Feeding artificially such as a PEG tube
   4. Enriched meals and milk shakes as snacks

34. The BEST investment vehicle for funds that must remain liquid is usually a:

   1. Treasury bond
   2. Money market fund (MMF)
   3. Certificates of Deposit (COD)
   4. Interest bearing checking account

35. The OSHA General Duty Clause requires employers to ___________.

   1. Review accident and incident reports
   2. Develop written safety procedures
   3. Provide a safe workplace
   4. Monitor personal safety programs

36. In long term care, the method of depreciation used for buildings, improvements, land improvements, and fixed assets is:

   1. Sum of years digits
   2. Accelerated
   3. Straight line
   4. Step down

37. In conducting an objective appraisal of an employee’s current job performance, which of the following should be done FIRST?

   1. Compare employee’s performance with standards
   2. Gather opinions from supervisor
   3. Solicit opinions from co-workers
   4. Assess Interpersonal skills
38. Which therapist can serve as the activities director?
   1. Physical Therapist
   2. Speech therapist
   3. Occupational therapist
   4. Respiratory therapist

39. Must have an RN how many hours each day?
   1. 8
   2. 12
   3. 16
   4. 24

40. A quality assurance committee must meet at least _______.
   1. Biannually
   2. Quarterly
   3. Once per month
   4. Annually

41. Excluding weekends and holidays, a resident has the right to access clinical records within _____.
   1. 12 hours
   2. 24 hours
   3. 48 hours
   4. 72 hours

42. Emergency electrical power systems are required to provide enough power to illuminate _______.
   1. Exits
   2. Elevators
   3. Nurses’ stations
   4. Bathrooms

43. The responsibility to provide services that respect an individual’s dignity and uniqueness relates most directly to the ethical principle of ___________.
   1. Compliance
   2. Autonomy
   3. Privacy
   4. Beneficence

44. When a resident who is not covered by Medicare places money in a resident trust fund, the facility is ____________.
   1. Required to pay interest if in an interest bearing bank account
   2. Required to pay interest only if contains more than $50.00
   3. Always required to pay interest
   4. Never required to pay interest
45. The best way to prevent the spread of infection in the storage and transportation of linens, the facility should:

1. Provide annual in-service meetings for member of the laundry dept.
2. Store in a nursing facility unit
3. Transport at end of each shift
4. Implement procedures that reduce cross contamination

46. Must store pots and pans how many inches off the floor?

1. 6
2. 9
3. 12
4. 18

47. A nursing facility must offer its employees _____.

1. Health insurance
2. Unemployment insurance
3. Life
4. Personal liability

48. Most long term care services in the United States are provided by the family. Which of the following statements describes family dynamics in regard to care giving and institutionalization?

1. In most cases, it is the individual who decides on institutionalization
2. Role of the family in LTC typically ends with admission of dependent elderly person into nursing facility
3. Most families find that time goes on it gets easier
4. Institutionalization typically results in feelings of guilt and anger by family members

49. Which one of the following statements is correct with regard to nurse aid regular in service education?

1. It is a remedial process restricted to those who are lacking technical expertise
2. It is the responsibility of individual employees
3. It should be based on areas of weakness identified in evaluations
4. It should be provided at workshops outside the facility

50. The facility kitchen must be open a minimum of ____ hours a day.

1. 8
2. 12
3. 16
4. 24

51. No more than ____ hours can pass between the evening meal and breakfast.

1. 12
2. 14
3. 16
4. 24

52. No more than ____ hours can pass between the evening meal and breakfast with a snack.
53. The initial comprehensive assessment must be transmitted to the state within ____ days of completion of the assessment.
   1. 5
   2. 7
   3. 14
   4. 21

54. The initial comprehensive assessment must be transmitted to the state no more than ____ days of admission of the resident.
   1. 5
   2. 7
   3. 14
   4. 21

55. After the initial comprehensive assessment is transmitted to the state, the comprehensive assessments for all residents must be transmitted to the state every ____ days thereafter.
   1. 14
   2. 30
   3. 60
   4. 90

56. The consultant pharmacist must check the drug regimen of each resident how often?
   1. Weekly
   2. Monthly
   3. Quarterly
   4. Semi-Annually

57. ABC union is planning a strike on November 1. The union must give notice to the facility administrator by which date?
   1. November 10
   2. November 20
   3. October 22
   4. October 27

58. A union must secure what percentage of workers in a facility to vote to establish a union?
   1. 30%
   2. 50%
3 50% plus 1
4 A simple majority

59. Heating and cooling systems should be monitored to ensure temperatures are between _______.
   1. 65-75
   2. 68-78
   3. 71-81
   4. 75-85

60. With regard to budget preparation, which is true:
   1. Projected income and operating expenses should be established so that operating expenses
      remain within the amount established for income projections
   2. Income projections should always be increased to at least the projections of expenses
   3. When projecting expenses, one must make a careful review of liabilities
   4. Income and expense budgets have no relations to one another

61. To ensure all essential mechanical, electrical, and resident care equipment are maintained in safe and
    working condition, the facility must have an effective _______.
    1. Environment services program
    2. Safety program
    3. Restorative nursing program
    4. Preventative maintenance program

62. Which federal law requires employers to bargain collectively with the union?
    1. Taft Hartley
    2. Fair Labor Standards Act
    3. Wagner Act
    4. Landrum Griffin Act

63. To reduce the risk of a UTI, catheters should be changed aseptically every __________.
    1. 3-5 days
    2. Week
    3. 2 weeks
    4. Month

64. The consultant pharmacist must report any drug irregularities to the:
    1. Attending physician and/or DON
    2. Applicable state board of pharmacy
    3. Administrator and DON
    4. Ombudsman

65. Which federal law governs union elections?
    1. Norris LaGuardia
    2. Wagner
    3. Taft Hartley
4. Landrum Griffin

66. Title 18 of the Social Security Act is the ____ program.

   1. Medicare
   2. Medicaid
   3. Older American’s Act
   4. Nursing Reform Act

67. Which program would pay for the nursing home stay of an indigent person?

   1. Older American’s Act
   2. Medicare
   3. Medicaid
   4. The Ryan White Act

68. An individual cannot make more than $____ in income each month to qualify for Medicaid.

   1. $2000
   2. $1860
   3. $1530
   4. $2500

69. When an administrator communicates what is to be accomplished by each employee and helps them accomplish these goals this is called ________.

   1. Controlling
   2. Staffing
   3. Organizing
   4. Directing

70. Under the quality indicator reports system, which is not a QI report?

   1. Facility quality indicator profile
   2. Resident level summary
   3. Resident choice summary
   4. Facility characteristics

71. Controlled drugs MUST be stored in their original containers and placed:

   1. Under double lock protection
   2. In a locked area
   3. At the nursing station
   4. In the appropriate residents’ medicine boxes

72. If a union wishes to renegotiate a contract with an employer, it must notify the employer within how many days of the expiration date?

   1. 120
   2. 90
   3. 60
4. 30

73. An individual cannot have more than $______ in assets and still qualify for Medicaid.

   1. $2000
   2. $1500
   3. $1800
   4. $1860

74. Which of the following determines the number of fire drills required each year in a nursing home?

   1. ADA
   2. Life Safety Code
   3. OSHA
   4. CMS

75. The emergency electrical generators must switch on within ____ seconds of a loss of power.

   1. 10
   2. 15
   3. 30
   4. 60

76. When an administrator projects future trends and needs this is called ________.

   1. Controlling Quality
   2. Forecasting
   3. Organizing
   4. Directing

77. When an administrator compares actual results to projected results this is called _____.

   1. Controlling Quality
   2. Forecasting
   3. Staffing
   4. Evaluating

78. When an administrator takes steps to resolve a deficient situation this called _____.

   1. Controlling Quality
   2. Forecasting
   3. Staffing
   4. Evaluating

79. A handicap parking space must be a minimum of ____ feet wide.

   1. 5
   2. 8
   3. 13
   4. 20
80. A full time social worker is required in certified nursing facilities with more than _____ beds.

1. 50  
2. 75  
3. 100  
4. 120  

81. Occupational therapy is focused PRIMARILY on:

1. Rehab of gross motor activity  
2. Functional performance in ADLs  
3. Increasing safety awareness in those with sensory losses  
4. Poor hygiene in the workplace  

82. Which facility committee can the infection control program be assigned to?

1. Safety committee  
2. Risk Management committee  
3. Quality assurance committee  
4. Quality improvement committee  

83. According to the Omnibus Budget Reconciliation Act (OBRA), a plan of care for a resident receiving psychotropic meds must include:

1. Behavioral interventions  
2. Acceptable diagnoses  
3. Disciplinary measures  
4. Appropriate lab tests  

84. Which of the following enforces the Life Safety Code?

1. ANSI  
2. NFPA  
3. CMS  
4. The state licensing agency  

85. All meals are prepared in accordance with the orders of the:

1. Resident  
2. Attending physician  
3. Medical director  
4. Dietician  

86. What are the best types of questions to ask in a job interview?

1. Closed ended questions  
2. Open ended questions  
3. Directed questions  
4. Only pre-approved questions by the nursing home administrator  

87. When a resident develops an active communicable infection, which of the following will be required?
1. Quarantine
2. Restrictive activity
3. Transfer to hospital
4. Specific isolation techniques

88. A nursing facility’s fire protection standards are specified by:

1. NFPA life safety code
2. ANSI
3. OSHA
4. Underwriter’s lab

89. Which is the BEST method of increasing a facility’s cash position?

1. Issuing shares of stock
2. Increasing the census
3. Admitting more Medicare residents
4. Collecting accounts receivables

90. Anyone receiving social security is automatically covered under:

1. Medicare part A and Medicare part B
2. Part A only
3. Part B and D
4. Part B only

91. Subpoena duces tecum means:

1. An order to appear with evidence
2. That a deposition will be required
3. That all personnel involved must meet to agree
4. A court order to search a house for evidence

92. A nursing home is required to employ a licensed social worker full time with how many beds?

1. 60
2. 100
3. 120
4. More than 120

93. Unless superseded by state law, a facility MUST maintain medical records that include clinical, medical, and psychosocial information on every resident until:

1. 5 years after date of discharge/death of the resident
2. Facility is audited and all audit questions are resolved
3. Facility is sold
4. All expenses incurred have been paid

94. The facility must refund to the resident or legal representative any money held by the facility belonging to a discharged resident within ____ of discharge.
95. The facility must provide a resident notice of intent to involuntary discharge the resident at least _____ days in advance of the proposed discharge date.

1. 10
2. 15
3. 30
4. 60
5. 90

96. When must residents be informed of their rights?

1. Prior to or at the time of admission
2. When they apply for Medicaid benefits
3. During the first 30 days of admission
4. When requested

97. Which of the following is the management style associated with leaders who value their workers and solicit their participation:

1. Team management
2. Task management
3. Management by objectives
4. Country club mgmt

98. Equity theory states:

1. Employees seek an exchange in which their wages and benefits equal their effort
2. Employees will have the same benefits at all levels
3. Employees have a direct say in compensation levels
4. In companies with multiple worksites, employees will be reimbursed the same at all sites

99. Which of the following is true of a facility survey process?

1. Surveyors can request that all resident interviews be conducted privately
2. Management can insist on their presence during all interviews as an observer
3. Residents must participate in the interviews
4. Management is encouraged to speak on behalf of residents who are not able to speak and be interviewed

100. The policies of a nursing facility must be approved by the _________.

1. MD
2. Administrator
3. QAC
4. Governing body

101 The _______ was organized in 1935.
   1. CIO
   2. AFL
   3. SEIU
   4. AFSCME

102 The _______ is the largest union in the United States.
   1. United Food and Commercial Workers
   2. AFL-CIO
   3. SEIU
   4. AFSCME

103 The _______ represents most workers in the nursing home industry.
   1. United Food and Commercial Workers
   2. AFL-CIO
   3. SEIU
   4. AFSCME

104 The initials ‘SEIU” stand for ______________.
   1. State Employees International Union
   2. Service Employees International Union
   3. South Eastern International Union
   4. State Employees Industrial Union

105 Non fatal employee injuries must be recorded in the OSHA 300 log within ___ days of the incident.
   1. 3
   2. 5
   3. 7
   4. 10

106 Which part of Medicare do you have to enroll in and pay a monthly premium?
   1. Part A
   2. Part B
   3. Part C
   4. All of the above

107 The ____ is responsible to develop and implement policies.
   1. Nursing Home Administrator
   2. Department heads
   3. Governing Body
   4. State licensing agency
108 The ____ is responsible to make critical decisions for the facility.

1. State licensing agency
2. Nursing Home Administrator
3. Department heads
4. Governing Body

109 The ____ has ultimate legal responsibility for the care provided in the facility.

1. Nursing Home Administrator
2. Governing Body
3. Department heads
4. State licensing agency

110 The ____ is responsible for the day to day management of the facility.

1. Nursing Home Administrator
2. Governing Body
3. Department heads
4. State licensing agency

111 OSHA Form 300A must posted during what time frame each year?

1. January 1 through March 1
2. February 1 through April 30
3. February 1 through March 31
4. January 1 through June 30

112 Which taxes fund the social security program?

1. FUTA
2. Federal income taxes
3. FICA
4. Federal Workers Compensation Tax Act

113 Which document is the governance of a corporation?

1. FUTA
2. Bylaws
3. FICA
4. Federal Workers Compensation Tax Act

114 Which of the following taxes fund the social security program?

1. FUTA
2. Federal income taxes
3. FICA
4. Federal Workers Compensation Tax Act
115 How often must the facility send a statement to each resident of the balance of their resident funds in the resident trust fund?

1. Monthly
2. Quarterly
3. Annually
4. Only when requested

116 A facility must submit a plan of correction within _____ days of receiving the 2567?

1. 10
2. 14
3. 30
4. 60

117 Surveyors must send a facility cited during a survey the form 2567 within ____ days of the exit conference?

1. 10
2. 14
3. 30
4. 60

118 Which document would a family member be reading if they were reviewing the results of your facility survey?

1. 941
2. 1099
3. 2567
4. 6237
5. 2587

119 A statement of a job that specifies job title, required qualifications, who the job reports to, duties and performance expectations is called a ________.

1. Job analysis
2. Job description
3. Job specification
4. Job title

120 An increase in pay to adjust incomes for inflation and maintain workers purchasing power is called ________.

1. COLA
2. CPI
3. SSI
4. FICA

121 ______ measures the purchasing power of worker paychecks and is used to determine the cost of living adjustments to worker paychecks.

1. COLA
2. CPI
3. SSI
4. FICA

122 Must provide a resident a notice of involuntary discharge a minimum of _____ days in advance of the date or planned discharge.
1. The medical director
2. A physician
3. The CMS
4. Nursing home administrator

Which of the following is not a legal reason to involuntarily discharge a resident?

1. The resident is a danger to themselves
2. The resident is a danger to others
3. The resident changes payor source from Medicare to Medicaid
4. The resident did not pay their bill
5. The facility cannot meet their needs
6. The resident no longer requires skilled nursing care

Medicare/Medicaid would pay for which of the following?

1. A bed side phone
2. A private room
3. A television
4. A wheelchair
5. A liver transplant

Hot food must be held or served at a minimum temperature of _____ degrees F. or higher.

1. 120
2. 135
3. 140
4. 141
5. 161

Cold food must be stored or served at a minimum temperature of _____ degrees F. or lower.

1. 0
2. 32
3. 40
4. 41
5. 55

Exit signs must be placed no more than _____ feet from each other.

1. 30
2. 50
3. 100
4. 200

A worker is entitled to COBRA benefits for _______ months.

1. 12
2. 14
3. 16  
4. 18  
5. 24  

130 The final rinse cycle of a hot water dishwasher is ____ degrees F. 

1. 120  
2. 140  
3. 160  
4. 180  

131 The high forward reach from a wheelchair is _____ inches. 

1. 36  
2. 40  
3. 48  
4. 54  
5. 60  

132 The side reach from a wheelchair is between _______ and _____ inches. 

1. 6 - 36  
2. 9 - 40  
3. 6 - 48  
4. 9 - 54  
5. 6 - 60  

133 A worker is entitled to ____ weeks of unemployment benefits. 

1. 12  
2. 18  
3. 24  
4. 26  
5. 36  
6. 48  

134 A worker is entitled to ____ months of HIPAA benefits. 

1. 12  
2. 18  
3. 24  
4. 26  
5. 36  
6. 48  

135 A facility must report any injuries resulting from a medical device to the ____ and ______. 

1. CMS and OSHA  
2. Manufacturer and OSHA  
3. Manufacturer and the FDA  
4. Manufacturer and the DEA  
5. CMS AND OSHA  

136 Which OSHA program relates to protecting staff and residents from the inadvertent discharge of electricity from an electrical appliance or outlet? 

1. The Blood Borne Pathogen Program
2. Hazard Communication Standard
3. Universal precautions
4. Lock Out/Tag Out

137 Fire extinguishers cannot be more than how many feet from each other?

1. 25 feet
2. 50 feet
3. 75 feet
4. 100 feet

138 Which insurance policy would cover your facility if the roof was damaged from a storm?

1. General liability
2. Professional liability
3. Property insurance
4. Burglary insurance

139 Diabetes that requires insulin to regulate sugar levels in the blood is called TYPE ____ diabetes?

1. Type 1
2. Type 2
3. Type 3
4. Type 4

140 Which of the following would investigate Medicaid/Medicare fraud?

1. The CMS
2. OIG
3. ANSI
4. The Long Care Ombudsman

141 A statement of a job that specifies job title, required qualifications, who the job reports to, duties and performance expectations is called a ________.

1. Job analysis
2. Job specification
3. Job description
4. Job title

142 How soon must the emergency medication kit be refilled once opened?

1. 24 hours
2. 48 hours
3. 72 hours
4. As soon as possible

143 The length of a smoke compartment cannot exceed ____ feet.

1. 100
2. 150
3. 200
4. 250
144  The resident contract and medical chart must be kept for ____ years?
   1.  3
   2.  5
   3.  7
   4.  10

145  Which federal survey is the complaint survey?
   1.  Standard survey
   2.  Extended Survey
   3.  Partial extended survey
   4.  Abbreviated standard survey

146  OSHA records, other than OSHA medical records, must be kept for ____ years.
   1.  5
   2.  7
   3.  10
   4.  15

147  The _____ must audit the facility financial statements?
   1.  The NHA
   2.  The facility accountant
   3.  The business office manager
   4.  A CPA

148  What is the absentee rate for a facility with 200 full time employees and 120 lost work days in a 30 day period?
   1.  2 percent    3.  4 percent
   2.  3 percent    4.  6 percent

149  An employee with an hourly rate of $8 works 48 hours in a 40 hour week. What is the worker’s gross salary per the Fair Labor Standards Act?
   1.  $384        3.  $416
   2.  $400        4.  $520

150  A phone cord must be a minimum length of _____ inches.
   1.  19
   2.  29
   3.  36
   4.  48

151  The comprehensive care plan and the comprehensive assessment must be reviewed every ______ days.
   1.  7
   2.  14
   3.  30
   4.  60
   5.  90
A significant change must be completed within ___ days?

1. 7
2. 14
3. 21
4. 30

A stage 2 decubitus sore is characterized by which of the following?

1. Redness and inflammation
2. Tissue loss down to the bone
3. Tissue loss of the upper epidermis and down into the muscle
4. A blister filled with pus

Which advanced directive specifically states the wishes of an individual regarding the provision of artificial life prolonging measures?

1. Designation of a health care surrogate
2. Durable power of attorney
3. Living will
4. DNR

A facility has ____ days to file for a formal administrative hearing?

1. 10
2. 20
3. 30
4. 40

Which financial document would tell the administrator the net worth of the company?

1. Profit and Loss statement
2. Income Statement
3. Balance Sheet
4. General Ledger

Which document summarizes the debits and credits?

1. Profit and Loss statement
2. General journal
3. Balance Sheet
4. General Ledger

What is the main cause of a decubitus sore?

1. Not eating well
2. Lack of hygiene
3. Immobility
4. Poor dentition

Which federal agency oversees Medicare/Medicaid contracts and is responsible for oversight of compliance surveys for nursing homes.

1. CMS
2. HCFA
3. OSHA
4. Long term care ombudsman
160  Adverse impact occurs when the hiring rate of minority applicants is less then ____ % of the hiring rate of the majority group.

   1.  50%
   2.  70%
   3.  80%
   4.  90%

161  The facility must follow the Life Safety Code of ______.

   1.  1995
   2.  1998
   3.  2000
   4.  2006
   5.  2012

162  Which organization sets the fire safety standards of building materials?

   1.  ANSI/CABO
   2.  OSHA
   3.  CMS
   4.  NFPA

163  A nursing home had $300,000 in gross income and $110,000 in fixed expenses and $135,000 in variable expenses. What is the approximate percentage of gross profit?

   1.  20 percent  
   2.  23 percent  
   3.  25 percent  
   4.  28 percent

164  A nursing home with 100 beds pays the administrator $90,000 a year. The current occupancy rate is 80%. What is the administrator’s approximate fixed salary cost per resident day?

   1.  $2.75   
   2.  $3.01   
   3.  $3.75   
   4.  $4.00

165  A 200 bed facility spent $15,000 on food in June with an average daily occupancy of 80%. How much did the facility spend per resident per day?

   1.  $1.91   
   2.  $2.97   
   3.  $3.12   
   4.  $4.40

166  If you invest $200,000 and expect to receive $50,000 in return annually. What is the payback period?

   1.  2 years   
   2.  3 years   
   3.  4 years   
   4.  5 years

167  Where the nursing home administrator provides residents an environment with lots of plants and flowers, and residents can be responsible to care for facility pets and set the table at meal times and fold napkins, this is called ________.

   1.  The Green initiative
   2.  The Eden Alternative
   3.  De-institutionalization
   4.  Re-motivation initiative
168. Which GAAP principle prohibits a shareholder or employee from taking money or assets from a company without recording those transactions?

1. Entity principle
2. Continuing concern principle
3. Conservatism principle
4. Objective evidence principle

169. Developing and implementing facility specific programs that help ensure safety of employees is a responsibility of the NHA. The safety program in the nursing home would fall under the ______.

1. Risk management program
2. Material safety data program
3. Accident reporting program
4. Life Safety code program

170. How many square feet do you need for 2 people in a semi private room?

1. 80
2. 100
3. 160
4. 320

171. A _____ is a person who is certified as a registered records administrator (RRA) or a health information technologist or accredited record technician by the American Health Information Management Association (AHIMA)

1. Medical Record Clerk
2. Medical Record Practitioner
3. Medical Ward Clerk
4. Clinical practitioner
## Mock Exam 13 – Answer Key

<table>
<thead>
<tr>
<th>Quest #</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>14</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>18</td>
<td>3</td>
</tr>
<tr>
<td>19</td>
<td>4</td>
</tr>
<tr>
<td>20</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>1</td>
</tr>
<tr>
<td>23</td>
<td>2</td>
</tr>
<tr>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>25</td>
<td>3</td>
</tr>
<tr>
<td>26</td>
<td>3</td>
</tr>
<tr>
<td>27</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>4</td>
</tr>
<tr>
<td>29</td>
<td>1</td>
</tr>
<tr>
<td>30</td>
<td>1</td>
</tr>
<tr>
<td>31</td>
<td>4</td>
</tr>
<tr>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>33</td>
<td>3</td>
</tr>
<tr>
<td>34</td>
<td>2</td>
</tr>
<tr>
<td>35</td>
<td>3</td>
</tr>
<tr>
<td>36</td>
<td>3</td>
</tr>
<tr>
<td>37</td>
<td>1</td>
</tr>
<tr>
<td>38</td>
<td>3</td>
</tr>
<tr>
<td>39</td>
<td>1</td>
</tr>
<tr>
<td>40</td>
<td>2</td>
</tr>
<tr>
<td>41</td>
<td>2</td>
</tr>
<tr>
<td>42</td>
<td>1</td>
</tr>
<tr>
<td>43</td>
<td>2</td>
</tr>
<tr>
<td>44</td>
<td>2</td>
</tr>
<tr>
<td>45</td>
<td>4</td>
</tr>
<tr>
<td>46</td>
<td>1</td>
</tr>
<tr>
<td>47</td>
<td>2</td>
</tr>
<tr>
<td>48</td>
<td>4</td>
</tr>
<tr>
<td>49</td>
<td>3</td>
</tr>
<tr>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>51</td>
<td>2</td>
</tr>
<tr>
<td>Quest #</td>
<td>Answer</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>52</td>
<td>3</td>
</tr>
<tr>
<td>53</td>
<td>2</td>
</tr>
<tr>
<td>54</td>
<td>4</td>
</tr>
<tr>
<td>55</td>
<td>2</td>
</tr>
<tr>
<td>56</td>
<td>2</td>
</tr>
<tr>
<td>57</td>
<td>3</td>
</tr>
<tr>
<td>58</td>
<td>3</td>
</tr>
<tr>
<td>59</td>
<td>3</td>
</tr>
<tr>
<td>60</td>
<td>2</td>
</tr>
<tr>
<td>61</td>
<td>4</td>
</tr>
<tr>
<td>62</td>
<td>3</td>
</tr>
<tr>
<td>63</td>
<td>4</td>
</tr>
<tr>
<td>64</td>
<td>1</td>
</tr>
<tr>
<td>65</td>
<td>3</td>
</tr>
<tr>
<td>66</td>
<td>1</td>
</tr>
<tr>
<td>67</td>
<td>3</td>
</tr>
<tr>
<td>68</td>
<td>2</td>
</tr>
<tr>
<td>69</td>
<td>4</td>
</tr>
<tr>
<td>70</td>
<td>3</td>
</tr>
<tr>
<td>71</td>
<td>1</td>
</tr>
<tr>
<td>72</td>
<td>2</td>
</tr>
<tr>
<td>73</td>
<td>1</td>
</tr>
<tr>
<td>74</td>
<td>2</td>
</tr>
<tr>
<td>75</td>
<td>1</td>
</tr>
<tr>
<td>76</td>
<td>2</td>
</tr>
<tr>
<td>77</td>
<td>4</td>
</tr>
<tr>
<td>78</td>
<td>1</td>
</tr>
<tr>
<td>79</td>
<td>3</td>
</tr>
<tr>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>81</td>
<td>2</td>
</tr>
<tr>
<td>82</td>
<td>3</td>
</tr>
<tr>
<td>83</td>
<td>2</td>
</tr>
<tr>
<td>84</td>
<td>4</td>
</tr>
<tr>
<td>85</td>
<td>2</td>
</tr>
<tr>
<td>86</td>
<td>2</td>
</tr>
<tr>
<td>87</td>
<td>4</td>
</tr>
<tr>
<td>88</td>
<td>1</td>
</tr>
<tr>
<td>89</td>
<td>4</td>
</tr>
<tr>
<td>90</td>
<td>2</td>
</tr>
<tr>
<td>91</td>
<td>1</td>
</tr>
<tr>
<td>92</td>
<td>4</td>
</tr>
<tr>
<td>93</td>
<td>1</td>
</tr>
<tr>
<td>94</td>
<td>3</td>
</tr>
<tr>
<td>95</td>
<td>3</td>
</tr>
<tr>
<td>96</td>
<td>1</td>
</tr>
<tr>
<td>97</td>
<td>3</td>
</tr>
<tr>
<td>98</td>
<td>1</td>
</tr>
<tr>
<td>99</td>
<td>1</td>
</tr>
<tr>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>101</td>
<td>1</td>
</tr>
<tr>
<td>102</td>
<td>2</td>
</tr>
<tr>
<td>103</td>
<td>3</td>
</tr>
<tr>
<td>Quest #</td>
<td>Answer</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>104</td>
<td>2</td>
</tr>
<tr>
<td>105</td>
<td>3</td>
</tr>
<tr>
<td>106</td>
<td>2</td>
</tr>
<tr>
<td>107</td>
<td>3</td>
</tr>
<tr>
<td>108</td>
<td>4</td>
</tr>
<tr>
<td>109</td>
<td>2</td>
</tr>
<tr>
<td>110</td>
<td>1</td>
</tr>
<tr>
<td>111</td>
<td>2</td>
</tr>
<tr>
<td>112</td>
<td>3</td>
</tr>
<tr>
<td>113</td>
<td>2</td>
</tr>
<tr>
<td>114</td>
<td>3</td>
</tr>
<tr>
<td>115</td>
<td>2</td>
</tr>
<tr>
<td>116</td>
<td>1</td>
</tr>
<tr>
<td>117</td>
<td>1</td>
</tr>
<tr>
<td>118</td>
<td>3</td>
</tr>
<tr>
<td>119</td>
<td>2</td>
</tr>
<tr>
<td>120</td>
<td>1</td>
</tr>
<tr>
<td>121</td>
<td>2</td>
</tr>
<tr>
<td>122</td>
<td>3</td>
</tr>
<tr>
<td>123</td>
<td>4</td>
</tr>
<tr>
<td>124</td>
<td>3</td>
</tr>
<tr>
<td>125</td>
<td>4</td>
</tr>
<tr>
<td>126</td>
<td>2</td>
</tr>
<tr>
<td>127</td>
<td>4</td>
</tr>
<tr>
<td>128</td>
<td>3</td>
</tr>
<tr>
<td>129</td>
<td>4</td>
</tr>
<tr>
<td>130</td>
<td>4</td>
</tr>
<tr>
<td>131</td>
<td>3</td>
</tr>
<tr>
<td>132</td>
<td>4</td>
</tr>
<tr>
<td>133</td>
<td>4</td>
</tr>
<tr>
<td>134</td>
<td>1</td>
</tr>
<tr>
<td>135</td>
<td>3</td>
</tr>
<tr>
<td>136</td>
<td>4</td>
</tr>
<tr>
<td>137</td>
<td>2</td>
</tr>
<tr>
<td>138</td>
<td>3</td>
</tr>
<tr>
<td>139</td>
<td>1</td>
</tr>
<tr>
<td>140</td>
<td>2</td>
</tr>
<tr>
<td>141</td>
<td>3</td>
</tr>
<tr>
<td>142</td>
<td>4</td>
</tr>
<tr>
<td>143</td>
<td>2</td>
</tr>
<tr>
<td>144</td>
<td>2</td>
</tr>
<tr>
<td>145</td>
<td>4</td>
</tr>
<tr>
<td>146</td>
<td>1</td>
</tr>
<tr>
<td>147</td>
<td>4</td>
</tr>
<tr>
<td>148</td>
<td>1</td>
</tr>
<tr>
<td>149</td>
<td>3</td>
</tr>
<tr>
<td>150</td>
<td>2</td>
</tr>
<tr>
<td>151</td>
<td>5</td>
</tr>
<tr>
<td>152</td>
<td>2</td>
</tr>
<tr>
<td>153</td>
<td>4</td>
</tr>
<tr>
<td>154</td>
<td>3</td>
</tr>
<tr>
<td>155</td>
<td>2</td>
</tr>
<tr>
<td>Quest #</td>
<td>Answer</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>156</td>
<td>3</td>
</tr>
<tr>
<td>157</td>
<td>4</td>
</tr>
<tr>
<td>158</td>
<td>3</td>
</tr>
<tr>
<td>159</td>
<td>1</td>
</tr>
<tr>
<td>160</td>
<td>3</td>
</tr>
<tr>
<td>161</td>
<td>5</td>
</tr>
<tr>
<td>162</td>
<td>4</td>
</tr>
<tr>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>164</td>
<td>2</td>
</tr>
<tr>
<td>165</td>
<td>3</td>
</tr>
<tr>
<td>166</td>
<td>3</td>
</tr>
<tr>
<td>167</td>
<td>2</td>
</tr>
<tr>
<td>168</td>
<td>1</td>
</tr>
<tr>
<td>169</td>
<td>1</td>
</tr>
<tr>
<td>170</td>
<td>3</td>
</tr>
<tr>
<td>171</td>
<td>2</td>
</tr>
</tbody>
</table>
Mock Exam 13 – Answer Sheet - Skip the questions in **blue highlight**

<table>
<thead>
<tr>
<th></th>
<th>53</th>
<th></th>
<th>105</th>
<th></th>
<th>157</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>54</td>
<td></td>
<td>106</td>
<td></td>
<td>158</td>
</tr>
<tr>
<td>3</td>
<td>55</td>
<td></td>
<td>107</td>
<td></td>
<td>159</td>
</tr>
<tr>
<td>4</td>
<td>56</td>
<td></td>
<td>108</td>
<td></td>
<td>160</td>
</tr>
<tr>
<td>5</td>
<td>57</td>
<td></td>
<td>109</td>
<td></td>
<td>161</td>
</tr>
<tr>
<td>6</td>
<td>58</td>
<td></td>
<td>110</td>
<td></td>
<td>162</td>
</tr>
<tr>
<td>7</td>
<td>59</td>
<td></td>
<td>111</td>
<td></td>
<td>163</td>
</tr>
<tr>
<td>8</td>
<td>60</td>
<td></td>
<td>112</td>
<td></td>
<td>164</td>
</tr>
<tr>
<td>9</td>
<td>61</td>
<td></td>
<td>113</td>
<td></td>
<td>165</td>
</tr>
<tr>
<td>10</td>
<td>62</td>
<td>114</td>
<td>115</td>
<td></td>
<td>166</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>167</td>
</tr>
<tr>
<td>12</td>
<td>64</td>
<td></td>
<td>116</td>
<td></td>
<td>168</td>
</tr>
<tr>
<td>13</td>
<td>65</td>
<td></td>
<td>117</td>
<td></td>
<td>169</td>
</tr>
<tr>
<td>14</td>
<td>66</td>
<td></td>
<td>118</td>
<td></td>
<td>170</td>
</tr>
<tr>
<td>15</td>
<td>67</td>
<td></td>
<td>119</td>
<td></td>
<td>171</td>
</tr>
<tr>
<td>16</td>
<td>68</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>69</td>
<td></td>
<td>121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>70</td>
<td></td>
<td>122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>71</td>
<td></td>
<td>123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>72</td>
<td>124</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>73</td>
<td>125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>74</td>
<td>126</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>75</td>
<td>127</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>76</td>
<td>128</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>77</td>
<td>129</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>78</td>
<td>130</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>79</td>
<td></td>
<td>131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>80</td>
<td></td>
<td>132</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>81</td>
<td>133</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>82</td>
<td>134</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>83</td>
<td>135</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>84</td>
<td>136</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>85</td>
<td>137</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>86</td>
<td>138</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>87</td>
<td>139</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>88</td>
<td>140</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>89</td>
<td>141</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>90</td>
<td>142</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>91</td>
<td>143</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>92</td>
<td>144</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>93</td>
<td>145</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>94</td>
<td>146</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>95</td>
<td>147</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>96</td>
<td>148</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>97</td>
<td>149</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>98</td>
<td></td>
<td>150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>99</td>
<td></td>
<td>151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>100</td>
<td></td>
<td>152</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>101</td>
<td></td>
<td>153</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>102</td>
<td></td>
<td>154</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>103</td>
<td>155</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>104</td>
<td></td>
<td>156</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

125 questions were answered.