

AMCA MEDICAL ADMINISTRATIVE ASSISTANT PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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<https://amcamedicaladminassistant.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which term describes an unexpected event that may cause injury?**
 - A. Incident
 - B. Accident
 - C. Trauma
 - D. Emergency

- 2. Which of the following is a term for a procedure involving crushing?**
 - A. Tomy
 - B. Ectomy
 - C. Graphy
 - D. Tripsy

- 3. What type of procedure does the term "ectomy" imply?**
 - A. Visual Examination
 - B. Excision / Removal of
 - C. Measurement
 - D. A new opening

- 4. What describes the amount of money due to a creditor on an account?**
 - A. Account Receivable
 - B. Account Payable
 - C. Debt Owed
 - D. Financial Liability

- 5. Which term means foot or palm upward?**
 - A. Supination
 - B. Pronation
 - C. Elevation
 - D. Protraction

- 6. What does "accounts payable" specifically refer to in accounting?**
 - A. Money owed to suppliers
 - B. Incoming funds from clients
 - C. Profit earned from services
 - D. Equity owed to shareholders

- 7. What is one way to improve patient satisfaction in a medical practice?**
- A. By shortening appointment times
 - B. By providing clear communication and minimizing wait times
 - C. By limiting the number of patients seen each day
 - D. By reducing staff presence in the office
- 8. What does "itis" refer to when seen at the end of a word?**
- A. Abnormal Growth
 - B. Inflammation
 - C. A Normal State
 - D. Decay
- 9. What is the role of the office manager in relation to Medical Administrative Assistants?**
- A. To handle patient care directly
 - B. To oversee office operations
 - C. To provide financial advice to patients
 - D. To conduct clinical procedures
- 10. What does the term "atrophy" refer to?**
- A. Increasing in Size
 - B. Decreasing in Size
 - C. Swelling
 - D. Stiffness

Answers

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1. B
2. D
3. B
4. B
5. A
6. A
7. B
8. B
9. B
10. B

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Explanations

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1. Which term describes an unexpected event that may cause injury?

- A. Incident
- B. Accident**
- C. Trauma
- D. Emergency

The term that describes an unexpected event that may cause injury is "accident." An accident refers to an unforeseen and unintentional event that results in damage or injury. This term is commonly used in various contexts, including medical settings, to indicate incidents that occur suddenly and without warning, often leading to harm or adverse effects on individuals. In contrast, while an incident can refer to an occurrence, it does not specifically imply injury; it could be neutral or even positive. Trauma typically refers to the physical or psychological injury resulting from an accident or other disruptive events, rather than the event itself. An emergency denotes a serious, unexpected situation requiring immediate action, which may or may not be the result of an accident. Thus, the specificity of "accident" to denote an unexpected event causing injury makes it the correct term in this context.

2. Which of the following is a term for a procedure involving crushing?

- A. Tomy
- B. Ectomy
- C. Graphy
- D. Tripsy**

The correct term for a procedure involving crushing is "tripsy." This term derives from the Greek word "tripsis," which means "to rub" or "to crush." It is commonly used in medical terminology to describe specific procedures that involve the breaking down or crushing of tissues or stones within the body. One of the most recognized procedures using this term is "lithotripsy," which is a procedure for crushing kidney stones. In contrast, other terms refer to different types of procedures: "tomy" is used to indicate cutting or incision (like in "laparotomy"), "ectomy" refers to the surgical removal of a part of the body (such as in "appendectomy"), and "graphy" refers to the process of recording or imaging (as seen in "radiography"). Each of these terms has its specific context and application in medical practices, underscoring why "tripsy" is the appropriate choice for procedures involving crushing.

3. What type of procedure does the term "ectomy" imply?

- A. Visual Examination
- B. Excision / Removal of**
- C. Measurement
- D. A new opening

The term "ectomy" comes from the Greek word "ektome," which means excision or removal. When this suffix is used in medical terminology, it denotes that a specific body part or tissue is being surgically removed. For example, a "tonsillectomy" refers to the removal of the tonsils, and an "appendectomy" refers to the excision of the appendix. In this context, the correct understanding of "ectomy" is directly tied to surgical procedures involving excision or removal, making the correct choice the one that identifies this concept accurately.

4. What describes the amount of money due to a creditor on an account?

- A. Account Receivable
- B. Account Payable**
- C. Debt Owed
- D. Financial Liability

The term that describes the amount of money due to a creditor on an account is "Account Payable." This reflects a liability on the balance sheet, indicating that the business has an obligation to pay for goods or services received on credit. It represents money that the organization owes to suppliers or vendors and is considered a current liability, as it usually needs to be settled in the short term. Understanding account payables is vital in managing cash flow and maintaining good relationships with creditors, as timely payments can influence future credit terms and business operations. Other options relate to financial concepts, but they do not specifically denote the obligation owed to creditors. For example, accounts receivable represents money owed to the business by its customers, while financial liabilities generally encompass broader obligations, including loans and long-term debts.

5. Which term means foot or palm upward?

- A. Supination**
- B. Pronation
- C. Elevation
- D. Protraction

Supination refers to the movement that results in the palm of the hand or the sole of the foot facing upward. This term is derived from the Latin word "supinare," which means to bend backward. In the context of anatomy and physiology, supination involves rotating the forearm, so the palm faces upward, and it can also be applied to the feet, where supination describes the movement of the foot to a position where the sole turns inward and the heel raises slightly. This contrasts sharply with pronation, which refers to the opposite movement, where the palm or foot turns downward or inward. Elevation and protraction are unrelated to the orientation of the palm or foot; elevation involves raising a body part, while protraction refers to moving a body part forward. Hence, supination is the correct term that specifically describes the position of the foot or palm facing upward.

6. What does "accounts payable" specifically refer to in accounting?

- A. Money owed to suppliers**
- B. Incoming funds from clients
- C. Profit earned from services
- D. Equity owed to shareholders

Accounts payable specifically refers to the amounts a business owes to its suppliers or vendors for goods and services purchased on credit. This liability reflects the obligation of the business to settle its debt with these external parties as part of its operational processes. Managing accounts payable is critical for maintaining the company's cash flow and financial stability. This aspect of accounting is essential for ensuring that a company meets its financial commitments, allowing it to continue operating without disruption. In contrast, the other concepts listed, such as incoming funds or profits, relate to revenue or capital rather than liabilities. Consequently, they do not pertain to accounts payable, which exclusively focuses on amounts owed rather than earned revenue or equity. Understanding this distinction is vital for managing a company's finances effectively.

7. What is one way to improve patient satisfaction in a medical practice?

- A. By shortening appointment times
- B. By providing clear communication and minimizing wait times**
- C. By limiting the number of patients seen each day
- D. By reducing staff presence in the office

Improving patient satisfaction in a medical practice is critically important for both the well-being of patients and the overall success of the practice. Providing clear communication and minimizing wait times directly enhances the patient experience. When patients understand what to expect during their visit—whether it's the duration of waiting, the procedures they will undergo, or results they can anticipate—they feel more informed and engaged in their own care. Additionally, minimizing wait times is crucial. Long waits can lead to frustration and dissatisfaction, potentially affecting patients' perceptions of the quality of care they are receiving. By focusing on both communication and efficiency, practices can foster a more positive environment, ultimately leading to higher patient satisfaction levels. Other strategies, while they may have good intentions, like limiting the number of patients seen each day or shortening appointment times, may not directly contribute to satisfaction and can have adverse effects. Similarly, reducing staff presence could hinder patient interactions and support, thus negatively impacting the overall experience. Therefore, the approach of enhancing communication and reducing wait times stands out as the most effective method for improving patient satisfaction.

8. What does "itis" refer to when seen at the end of a word?

- A. Abnormal Growth
- B. Inflammation**
- C. A Normal State
- D. Decay

The term "itis," when used as a suffix in medical terminology, specifically indicates inflammation of an organ or tissue. For instance, appendicitis refers to inflammation of the appendix, and arthritis refers to inflammation of the joints. This suffix is derived from the Greek word "itis," which signifies an inflammatory condition, thereby clearly associating it with processes that lead to swelling, redness, heat, and pain in the affected area. The other options may describe different medical conditions or states but do not accurately reflect the meaning of "itis." Abnormal growth refers to tumors or lesions, a normal state indicates homeostasis or absence of disease, and decay pertains to the breakdown of tissue or structures, which can be related to different pathological processes but not specifically to inflammation. Thus, the use of "itis" is primarily focused on inflammatory conditions in the medical field.

9. What is the role of the office manager in relation to Medical Administrative Assistants?

- A. To handle patient care directly
- B. To oversee office operations**
- C. To provide financial advice to patients
- D. To conduct clinical procedures

The role of the office manager in a medical practice is primarily to oversee office operations, which includes managing the administrative functions and ensuring that the office runs efficiently. This position involves coordinating staff schedules, managing patient flow, handling office budgets, and maintaining compliance with regulations. By overseeing these aspects, the office manager supports Medical Administrative Assistants by providing a structured environment in which they can perform their tasks more effectively. In contrast, handling patient care directly is typically the responsibility of healthcare providers rather than administrative staff. Providing financial advice to patients would usually fall under the purview of financial counselors or billing staff, not the office manager. Conducting clinical procedures is specifically a duty assigned to healthcare practitioners, such as nurses or doctors, rather than an office management role. Thus, the office manager's focus on operational oversight enables Medical Administrative Assistants to concentrate on their key responsibilities within the organization.

10. What does the term "atrophy" refer to?

- A. Increasing in Size
- B. Decreasing in Size**
- C. Swelling
- D. Stiffness

Atrophy refers to the process of a body part or tissue wasting away or decreasing in size due to various reasons such as reduced use, lack of nutrients, or neuromuscular disorders. This term is often used in medical contexts to describe muscles or organs that have shrunk due to inactivity, aging, or disease. For example, a muscle might atrophy if it is not exercised regularly, leading to a significant decrease in muscle mass and strength. This concept is crucial in healthcare as it helps in understanding certain medical conditions and guiding treatment plans, especially in rehabilitation settings where maintaining or improving muscle mass is important for recovery. The other options—such as increasing in size, swelling, and stiffness—represent different physiological changes that do not align with the definition of atrophy. Increasing in size would be indicative of hypertrophy, swelling typically refers to inflammation or an accumulation of fluid, and stiffness can be associated with joint or muscle issues without implying a decrease in size. Therefore, decreasing in size is the defining characteristic that aptly describes atrophy.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://amcamedicaladminassistant.examzify.com>

We wish you the very best on your exam journey. You've got this!

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