

American Association of Medical Assistants (AAMA) Board Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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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 billing system describes mailing statements at certain times of the month based on an alphabetic breakdown of accounts receivable?**
 - A. Cycle billing**
 - B. Flat billing**
 - C. Progressive billing**
 - D. Monthly billing**

- 2. To confirm a fracture of the distal forearm, the physician would view an x-ray study of which of the following body parts?**
 - A. Humerus**
 - B. Radius and ulna**
 - C. Carpals**
 - D. Scapula**

- 3. Which of the following is connective tissue that is attached to bones at the joints?**
 - A. Ligament**
 - B. Tendon**
 - C. Cartilage**
 - D. Stroma**

- 4. Which of the following describes a surgical procedure that connects the common bile duct with the middle portion of the small intestines?**
 - A. Cholecystectomy**
 - B. Choledochoduodenostomy**
 - C. Choledochojejunostomy**
 - D. Hepaticojejunostomy**

- 5. What condition characterized by nighttime awakening due to shortness of breath is commonly associated with high BMI?**
 - A. Asthma**
 - B. Heart failure**
 - C. Sleep apnea**
 - D. Pneumothorax**

- 6. What type of bandage can be used for covering small wounds?**
- A. Elastic bandage**
 - B. Adhesive bandage**
 - C. Tube gauze**
 - D. Gauze roll**
- 7. Which procedure involves opening the colon to the abdominal surface?**
- A. Appendectomy**
 - B. Ostomy**
 - C. Colostomy**
 - D. Herniorrhaphy**
- 8. Why do we scrub instruments with soap and water prior to autoclaving?**
- A. To disinfect the instruments**
 - B. To remove coagulated proteins**
 - C. To enhance the autoclave's effectiveness**
 - D. To ensure the instruments are free of rust**
- 9. A patient needing cataract surgery could be referred to which kind of provider?**
- A. Ophthalmologist**
 - B. Optometrist**
 - C. Orthopedist**
 - D. Otolaryngologist**
- 10. An advance beneficiary notice is required in which of the following cases?**
- A. A patient being treated for a cold**
 - B. A Medicare patient has a procedure or test that may not be covered by Medicare**
 - C. A patient undergoing routine blood work**
 - D. A patient on Medicaid receiving emergency services**

Answers

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

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Explanations

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1. Which billing system describes mailing statements at certain times of the month based on an alphabetic breakdown of accounts receivable?

- A. Cycle billing**
- B. Flat billing**
- C. Progressive billing**
- D. Monthly billing**

Cycle billing accurately describes a method in which statements are mailed out at specific times of the month, segmented according to an alphabetic arrangement of accounts receivable. This system helps to manage accounts more efficiently by distributing the workload of processing payments and inquiries across the month. Each group receives its bill on a set schedule, which can improve cash flow and make the billing process smoother. For instance, in a practice utilizing cycle billing, accounts starting with letters A through F might receive their statements in the first week of the month, while those with G through L would receive theirs in the second week, and so on. This organization helps reduce the peak periods of billing-related tasks, helping staff to allocate time effectively and decreasing confusion among patients regarding billing cycles. Other billing methods do not employ this systematic approach based on alphabetical order. Flat billing typically involves charging a uniform fee irrespective of services rendered, while progressive billing refers to incremental billing based on milestones or progress in services delivered. Monthly billing means sending out statements once a month without any specific breakdown, which does not leverage the benefits of dividing accounts alphabetically as done in cycle billing.

2. To confirm a fracture of the distal forearm, the physician would view an x-ray study of which of the following body parts?

- A. Humerus**
- B. Radius and ulna**
- C. Carpals**
- D. Scapula**

The correct choice involves examining the radius and ulna when confirming a fracture of the distal forearm. The distal forearm specifically refers to the area of the forearm that is closest to the wrist, which consists of the two long bones known as the radius and ulna. An X-ray of both the radius and ulna will allow the physician to visualize any fractures that may have occurred in that specific region. In this context, the examination of only the humerus would not reveal any issues in the distal forearm, as the humerus is located in the upper arm and thus does not provide relevant information. Similarly, while the carpals are the bones of the wrist, an X-ray of the carpals would not sufficiently demonstrate the condition of the forearm bones, which is crucial to diagnosing a fracture in that area. The scapula, being part of the shoulder girdle, is also not relevant to assessing the distal forearm and would not be useful in this scenario. Therefore, viewing an X-ray of the radius and ulna is essential for confirming a fracture in the distal forearm.

3. Which of the following is connective tissue that is attached to bones at the joints?

- A. Ligament**
- B. Tendon**
- C. Cartilage**
- D. Stroma**

The correct choice is cartilage. This is because cartilage is a flexible connective tissue found in various parts of the body, including joints. It acts as a cushion between bones, allowing for smooth movement and reducing friction during joint activity. In a joint, cartilage covers the ends of bones, providing a slick surface that facilitates movement and absorbs shock, thus playing a crucial role in joint function. While ligaments and tendons are also types of connective tissues associated with the musculoskeletal system, their functions differ. Ligaments connect bones to other bones, providing stability to joints. Tendons, on the other hand, connect muscles to bones, enabling movement when muscles contract. Stroma refers to the supportive tissue in an organ, but it does not specifically relate to joints like cartilage does. Therefore, cartilage is the most accurate answer in the context of connective tissue that is directly involved at the joints.

4. Which of the following describes a surgical procedure that connects the common bile duct with the middle portion of the small intestines?

- A. Cholecystectomy**
- B. Choledochoduodenostomy**
- C. Choledochojejunostomy**
- D. Hepaticojejunostomy**

The surgical procedure that connects the common bile duct with the middle portion of the small intestine, specifically the jejunum, is accurately described as Choledochojejunostomy. This procedure is performed when there is a need to bypass blockages or to redirect bile flow from the common bile duct into the jejunum, allowing digestive processes to continue effectively. In the case of this specific option, the "-jejunostomy" suffix indicates that the connection is made to the jejunum, which is the second part of the small intestine after the duodenum. The accurate identification of this surgical procedure is essential for understanding surgical options in managing conditions affecting the biliary system. The incorrect options describe other surgical procedures that involve bile ducts or the intestines but do not specifically establish a connection to the jejunum. For example, a cholecystectomy involves the removal of the gallbladder, while a choledochoduodenostomy connects the common bile duct directly to the duodenum, not the jejunum. Similarly, a hepaticojejunostomy connects the hepatic duct to the jejunum, which further differentiates it from the chosen procedure. Understanding these distinctions is crucial for distinguishing among various surgical interventions in the management of biliary diseases

5. What condition characterized by nighttime awakening due to shortness of breath is commonly associated with high BMI?

- A. Asthma**
- B. Heart failure**
- C. Sleep apnea**
- D. Pneumothorax**

The condition characterized by nighttime awakening due to shortness of breath that is commonly associated with a high BMI is sleep apnea. This condition often occurs because excess weight can lead to fatty deposits around the neck and throat, making it more difficult for air to flow during sleep. During sleep, these fatty deposits can cause obstruction of the upper airway, which leads to intermittent cessation of breathing, often resulting in fragmented sleep and awakening with feelings of suffocation. Individuals with sleep apnea frequently report being awoken at night with feelings of shortness of breath, which can be alarming and disruptive to their overall sleep quality. The association between high BMI and sleep apnea is well-documented, as obesity increases the likelihood of developing this disorder due to the mechanical effects of excess weight on the respiratory system.

6. What type of bandage can be used for covering small wounds?

- A. Elastic bandage**
- B. Adhesive bandage**
- C. Tube gauze**
- D. Gauze roll**

The adhesive bandage is specifically designed for covering small wounds, making it the most suitable choice in this scenario. These bandages typically consist of a small piece of sterile gauze attached to a flexible strip of adhesive material. This design allows them to adhere to the skin while providing a protective barrier over minor cuts, scrapes, or abrasions, effectively helping to keep the wound clean and promote healing. Additionally, adhesive bandages are often convenient for individuals to apply themselves without needing assistance, contributing to their popularity for at-home care of minor injuries. Their waterproof options also help protect the wound from moisture, further enhancing their functionality in everyday situations. While elastic bandages, tube gauze, and gauze rolls serve their own important purposes, they are generally used for different types of injuries or wound care. Elastic bandages are more suitable for providing support to sprains and strains, tube gauze is typically used for securing dressings on limbs, and gauze rolls are often utilized in more extensive wound dressing situations where a larger and more adaptable wrap is necessary.

7. Which procedure involves opening the colon to the abdominal surface?

- A. Appendectomy**
- B. Ostomy**
- C. Colostomy**
- D. Herniorrhaphy**

The procedure that involves opening the colon to the abdominal surface is known as a colostomy. In this surgical procedure, a section of the colon is brought out through the abdominal wall to create an opening, called a stoma. This is typically performed to divert waste from the colon due to various medical conditions such as cancer, inflammatory bowel disease, or traumatic injuries. The stoma allows for waste to exit the body into a specially designed bag, making it a critical procedure for patients who cannot use their intestines normally. In contrast, an ostomy is a broader term that refers to any surgical procedure that creates an opening in the body for the discharge of bodily wastes, but does not specify that it involves the colon specifically. An appendectomy is a different operation that involves the removal of the appendix, and herniorrhaphy is the surgical repair of a hernia, which does not involve opening the colon. Thus, colostomy is the specific procedure that directly answers the question about opening the colon to the abdominal surface.

8. Why do we scrub instruments with soap and water prior to autoclaving?

- A. To disinfect the instruments**
- B. To remove coagulated proteins**
- C. To enhance the autoclave's effectiveness**
- D. To ensure the instruments are free of rust**

Scrubbing instruments with soap and water prior to autoclaving is critical for several reasons, but the primary purpose is to remove coagulated proteins. During procedures, blood and other bodily fluids can coagulate and adhere to instruments. If these materials are not thoroughly cleaned off, they can interfere with the sterilization process and may shield bacteria from the steam and heat of the autoclave. By using soap and water, medical professionals ensure that all organic materials are dislodged from the instruments, allowing the autoclave to effectively penetrate and sterilize all surfaces. This step is essential in infection control and maintaining a sterile environment, which is vital for patient safety. While enhancing the autoclave's effectiveness can be a result of proper cleaning, the direct and immediate need is to remove organic matter like coagulated proteins. Other choices imply different reasons that do not address the critical step of effective cleaning prior to steam sterilization, which could lead to ineffective sterilization if not carried out correctly.

9. A patient needing cataract surgery could be referred to which kind of provider?

- A. Ophthalmologist**
- B. Optometrist**
- C. Orthopedist**
- D. Otolaryngologist**

An ophthalmologist is the correct choice for a patient needing cataract surgery because they are medical doctors who specialize in eye and vision care, including the diagnosis and treatment of eye diseases. They have the training and expertise necessary to perform surgical procedures, such as cataract surgery, which involves removing the cloudy lens of the eye and often replacing it with an artificial lens. While optometrists can perform some eye care procedures and prescribe corrective lenses, they typically do not perform surgery. Orthopedists specialize in the musculoskeletal system, focusing on bones, joints, and muscles, making them irrelevant for eye surgery. Otolaryngologists, also known as ENT specialists, deal with conditions related to the ear, nose, and throat, and are not trained to perform eye surgeries. Thus, the role of an ophthalmologist is specifically tailored to address the needs of patients requiring cataract surgery, ensuring they receive the appropriate surgical intervention and postoperative care.

10. An advance beneficiary notice is required in which of the following cases?

- A. A patient being treated for a cold**
- B. A Medicare patient has a procedure or test that may not be covered by Medicare**
- C. A patient undergoing routine blood work**
- D. A patient on Medicaid receiving emergency services**

An advance beneficiary notice (ABN) is specifically required when a Medicare patient is scheduled to undergo a procedure or test that Medicare might not cover. The ABN serves as a legal document to inform the patient that Medicare may not pay for the service, allowing them to make an informed decision on whether to proceed. This process not only protects the patient's rights but also ensures that they understand their financial responsibilities if Medicare denies payment. In contrast, the other options presented do not warrant the issuance of an ABN. For example, treating a patient with a common illness like a cold typically aligns with standard covered health services under Medicare guidelines, while routine blood work is also generally covered. Emergency services provided to Medicaid patients are similarly designed to ensure access to care without the precondition of an ABN, ensuring they receive necessary treatment even if there are questions surrounding coverage. Thus, the requirement for an ABN is primarily applicable in scenarios involving potentially uncovered services for Medicare patients, which consolidates the focus on informed consent and transparency in healthcare.

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://aamaboard.examzify.com>

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

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