

# Canadian Health Information Management Association (CHIMA) NCE 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. What aspect does NOT characterize a transactional leader?**
  - A. Focuses on management tasks.**
  - B. Inspires others with vision.**
  - C. Is a caretaker.**
  - D. Uses trade-offs to meet goals.**
  
- 2. A patient with a history of infertility, dyspareunia, and dysmenorrhea is likely to have which diagnostic condition?**
  - A. Cystadenoma**
  - B. Cystocele**
  - C. Endometriosis**
  - D. Menometrorrhagia**
  
- 3. What term describes the source, either living or non-living, that produces disease?**
  - A. Agent**
  - B. Endemic factor**
  - C. Host**
  - D. Vector**
  
- 4. Which condition is characterized by hyperthyroidism, an enlarged thyroid, and exophthalmos?**
  - A. Hashimoto's disease**
  - B. Graves' disease**
  - C. Myasthenia gravis**
  - D. Myxedema**
  
- 5. What is the process of evaluating the impact of changes before they are approved in a software application known as?**
  - A. Business case**
  - B. Change control**
  - C. Impact analysis**
  - D. RFI**

- 6. Which type of assessment focuses on the accuracy and effectiveness of a specific healthcare process?**
- A. Clinical audit**
  - B. Census survey**
  - C. Correlational study**
  - D. Quality review**
- 7. Which management concept describes the range of control a manager has?**
- A. Hierarchy.**
  - B. Span of control.**
  - C. Authority gradient.**
  - D. Matrix management.**
- 8. Which age group is most commonly affected by croup?**
- A. Adults**
  - B. Teenagers**
  - C. Infants and young children**
  - D. The elderly**
- 9. Which theory derives duty or moral obligation from what is good or desirable as an end to be achieved?**
- A. Equity theory.**
  - B. Kant theory.**
  - C. Theory of justice.**
  - D. Teleology theory.**
- 10. Why is recording the patient status on discharge important?**
- A. It is used in calculating LOS.**
  - B. It is used when evaluating quality of service.**
  - C. It is required to initiate coding of the visit.**
  - D. All of the above.**

## Answers

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

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## **Explanations**

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**1. What aspect does NOT characterize a transactional leader?**

- A. Focuses on management tasks.
- B. Inspires others with vision.**
- C. Is a caretaker.
- D. Uses trade-offs to meet goals.

Transactional leadership is primarily characterized by a focus on order, structure, and maintaining the status quo within an organization. Leaders in this style often emphasize management tasks, ensuring that routine operations are carried out efficiently and effectively. They often act as caretakers, ensuring that organizational policies and procedures are followed and that tasks are completed as expected. The correct choice highlights that inspiring others with vision is not a characteristic of a transactional leader. Instead, this quality is more representative of transformational leadership, which seeks to motivate and inspire followers to achieve more by focusing on a shared vision and encouraging personal and professional growth. Transformational leaders prioritize collaboration and foster an innovative environment, aiming for significant change and improvement within the organization, while transactional leaders typically do not prioritize these aspects. This distinction underscores the differences in leadership styles, where transactional leadership is more about managing processes and achieving goals through established roles and exchanges rather than inspiring a broader vision or transformative change.

**2. A patient with a history of infertility, dyspareunia, and dysmenorrhea is likely to have which diagnostic condition?**

- A. Cystadenoma
- B. Cystocele
- C. Endometriosis**
- D. Menometrorrhagia

The condition that aligns with the symptoms of infertility, dyspareunia (painful intercourse), and dysmenorrhea (painful menstruation) is endometriosis. This condition occurs when tissue similar to the lining of the uterus grows outside the uterus, leading to a cycle of inflammation and pain. Its association with infertility stems from the fact that endometrial tissue can affect the normal functioning of the reproductive organs, making conception more difficult. The presence of dyspareunia in individuals with endometriosis can be attributed to the location of the endometrial tissue, which may cause discomfort and pain during sexual intercourse. Additionally, dysmenorrhea is a common symptom, as the abnormal endometrial tissue responds to hormonal changes in the menstrual cycle, contributing to significant menstrual pain. In contrast, while cystadenomas, cystoceles, and menometrorrhagia may present with various symptoms, they do not typically encompass the specific combination of infertility and the types of pain described in the question. Thus, endometriosis stands out as the condition most likely responsible for the combination of symptoms presented.

**3. What term describes the source, either living or non-living, that produces disease?**

**A. Agent**

**B. Endemic factor**

**C. Host**

**D. Vector**

The term that describes the source, either living or non-living, that produces disease is "Agent." In the context of epidemiology, an agent is the primary factor involved in the causation of disease. This can include a variety of pathogens such as bacteria, viruses, parasites, or even non-living factors like chemical agents or physical agents that can lead to health issues. Understanding the concept of an agent is crucial for public health and disease control, as it helps identify what might be causing an outbreak or illness and informs strategies for prevention and treatment. The agent's characteristics, such as its virulence and mode of transmission, play a significant role in the dynamics of disease spread and the overall epidemiological profile of a health issue. In contrast, the other terms refer to different components of the disease process. The term "endemic factor" typically refers to factors related to a disease that are constantly present in a particular geographic area. A "host" is an organism that harbors the agent and may become ill, while a "vector" specifically refers to organisms that transmit the agent to hosts, such as mosquitoes transmitting malaria. Each of these terms has its own role in the study of diseases but does not define the source of the disease

**4. Which condition is characterized by hyperthyroidism, an enlarged thyroid, and exophthalmos?**

**A. Hashimoto's disease**

**B. Graves' disease**

**C. Myasthenia gravis**

**D. Myxedema**

Graves' disease is characterized by hyperthyroidism, an enlarged thyroid (often referred to as a goiter), and exophthalmos, which is the protrusion of the eyes. This autoimmune disorder occurs when the immune system mistakenly stimulates the thyroid gland, causing it to produce excessive amounts of thyroid hormones. The overproduction of these hormones leads to symptoms commonly associated with hyperthyroidism, including weight loss, increased heart rate, and anxiety. Exophthalmos occurs in Graves' disease due to inflammation and swelling of the tissues around the eyes, often related to the autoimmune process. The combination of these symptoms—hyperthyroidism, goiter, and exophthalmos—uniquely identifies Graves' disease as a specific condition, distinguishing it from other thyroid-related disorders and conditions.

**5. What is the process of evaluating the impact of changes before they are approved in a software application known as?**

- A. Business case**
- B. Change control**
- C. Impact analysis**
- D. RFI**

The process of evaluating the impact of changes before they are approved in a software application is known as impact analysis. This process involves assessing how proposed changes will affect the existing system, processes, and stakeholders. It helps in understanding the potential risks, benefits, and consequences of implementing the change, ensuring that informed decisions can be made. Impact analysis is critical in software development and IT projects as it allows teams to predict the effects of changes, prioritize change requests, and ultimately enhance decision-making regarding whether to proceed with the modifications. By conducting an impact analysis, organizations can create a clearer picture of the resources required, the timeline for implementation, and any potential disruptions to current operations. In contrast, change control refers to the formal process of managing changes to a project or system, including how changes are proposed, reviewed, and authorized but does not specifically emphasize the assessment of impacts prior to approval. A business case outlines the justification for undertaking a project or change but does not focus solely on evaluating impacts. A Request for Information (RFI) is a document used to solicit information from suppliers but is not relevant to the evaluation of changes in software applications.

**6. Which type of assessment focuses on the accuracy and effectiveness of a specific healthcare process?**

- A. Clinical audit**
- B. Census survey**
- C. Correlational study**
- D. Quality review**

The focus of a clinical audit is to systematically review healthcare processes against pre-established criteria and standards to ensure their accuracy and effectiveness. By examining specific aspects of care within a healthcare setting, clinical audits help identify areas for improvement and enhance patient safety and quality of care. This process involves evaluating current practices, comparing them to established guidelines, and ultimately determining whether the care delivered aligns with best practices. The outcomes of a clinical audit can lead to actionable changes and improvements, making it a vital tool in quality assurance within healthcare. In contrast, other options like a census survey typically involve collecting demographic data and statistics about a population rather than assessing specific healthcare processes. Correlational studies examine the relationships between two variables but do not inherently focus on the accuracy or effectiveness of healthcare practices. Quality reviews may encompass broader evaluations, not always centered on specific processes but rather providing an overall assessment of clinical practices and outcomes.

**7. Which management concept describes the range of control a manager has?**

- A. Hierarchy.
- B. Span of control.**
- C. Authority gradient.
- D. Matrix management.

The term that describes the range of control a manager has is known as span of control. This concept refers to the number of subordinates or employees that a manager is responsible for overseeing directly. A wider span of control means that a manager supervises more employees, while a narrower span means fewer direct reports. The concept is essential in organizational structure as it affects communication, supervision, and the overall efficiency within a team or organization. Managing an optimal span of control is crucial because it influences managerial effectiveness and employee performance. If the span is too wide, a manager may struggle to effectively supervise and support their team, leading to potential decreases in productivity and employee morale. Conversely, if the span is too narrow, it may result in unnecessary layers of management and increased costs without substantial benefits. Understanding the span of control allows organizations to structure their teams in a way that balances efficient management with effective leadership, promoting a healthy working environment and ensuring that communication flows effectively between various levels of the organization.

**8. Which age group is most commonly affected by croup?**

- A. Adults
- B. Teenagers
- C. Infants and young children**
- D. The elderly

The age group that is most commonly affected by croup is infants and young children. Croup is primarily a viral infection that leads to inflammation of the airways, especially in young children aged six months to three years. This demographic is particularly vulnerable due to their smaller airways, which can become easily obstructed during episodes of inflammation. In this age group, common viral infections, particularly those caused by parainfluenza viruses, can lead to symptoms such as a characteristic barking cough, hoarseness, and stridor. These symptoms arise due to the narrowing of the upper respiratory tract, which is more pronounced in younger children because of their anatomical structure. While other age groups can experience respiratory illnesses, the incidence and severity of croup are significantly higher among infants and young children. This is due to their developing immune systems and the anatomical factors that contribute to the potential for airway obstruction.

**9. Which theory derives duty or moral obligation from what is good or desirable as an end to be achieved?**

- A. Equity theory.**
- B. Kant theory.**
- C. Theory of justice.**
- D. Teleology theory.**

The correct answer is based on the principles of teleology, which is a philosophical concept that evaluates the morality of actions based on the outcomes they produce. In teleology, the focus is on achieving good or desirable ends; hence, the duties or moral obligations are derived from the results that actions bring about. This means that if an action leads to a positive outcome, it could be considered morally right. In teleological ethics, often associated with utilitarianism, the ultimate goal is to maximize happiness or reduce suffering. Therefore, the theory emphasizes an action's consequences rather than adherence to rules or duties, allowing for flexibility in moral decision-making based on the context and the desired outcomes. The other options represent different ethical frameworks. Equity theory deals with fairness in social exchanges, while Kantian ethics emphasizes duties derived from rationality and universal moral laws, where the morality of an action is independent of its results. The theory of justice focuses on fairness and the equitable distribution of resources but does not specifically derive duties from end goals. Thus, the emphasis of teleology on desired outcomes distinguishes it as the correct choice in the context of deriving moral obligations from what is seen as good or desirable.

**10. Why is recording the patient status on discharge important?**

- A. It is used in calculating LOS.**
- B. It is used when evaluating quality of service.**
- C. It is required to initiate coding of the visit.**
- D. All of the above.**

Recording the patient status on discharge is particularly important for evaluating the quality of service. This documentation allows healthcare providers to measure outcomes related to patient care, including the overall success of treatments and interventions. Understanding a patient's condition at discharge can provide insights into the effectiveness of the healthcare services provided and can inform future care practices. This data is often utilized in quality improvement initiatives and performance measurement processes that aim to enhance patient outcomes and healthcare delivery. While options related to length of stay (LOS) calculations and coding initiation are relevant in a broader context, they do not encapsulate the primary significance of capturing patient status at discharge in terms of quality assessment. Quality evaluation facilitates better healthcare practices and helps to ensure adherence to standards that ultimately benefit patient care.

## 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](mailto:hello@examzify.com).**

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

**<https://chimance.examzify.com>**

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

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