

CCBMA Administrative 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 code set is used to identify a medical procedure?**
 - A. CPT**
 - B. ICD-9**
 - C. DSM-5**
 - D. HCPCS**

- 2. Which document confirms permission for treatment?**
 - A. Authorization**
 - B. Release**
 - C. Disclosure**
 - D. Consent**

- 3. Computerized patient accounts simplify monthly statements and ____.**
 - A. Insurance billing**
 - B. Payroll processing**
 - C. Appointment reminders**
 - D. Inventory tracking**

- 4. Large group of files used for information retrieval?**
 - A. Directory**
 - B. Database**
 - C. Archive**
 - D. Library**

- 5. A portable memory storage device is called?**
 - A. USB drive**
 - B. CD-ROM**
 - C. SD card**
 - D. Floppy disk**

- 6. Important procedure for protecting hard disk information?**
 - A. Defragmenting**
 - B. Encrypting**
 - C. Backing up**
 - D. Formatting**

- 7. Preprinted statements listing codes for basic office charges: which term describes this form?**
- A. Encounter form**
 - B. Aging schedule**
 - C. Posting**
 - D. Debit**
- 8. What term describes the fixed amount a patient pays at the time of service for a covered visit?**
- A. Co-payment**
 - B. Deductible**
 - C. Coinsurance**
 - D. Premium**
- 9. A daily log should be kept of all ____?**
- A. Incoming mail**
 - B. Incoming faxes**
 - C. Incoming messages**
 - D. Incoming telephone calls**
- 10. What does HCPCS stand for?**
- A. Healthcare Common Procedure Coding System**
 - B. Health Care Procedures Coding Scheme**
 - C. Hospital Coding Procedure Set**
 - D. Healthcare Coding for Public Services**

Answers

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

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Explanations

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1. Which code set is used to identify a medical procedure?

- A. CPT**
- B. ICD-9**
- C. DSM-5**
- D. HCPCS**

In medical coding, procedures and services are identified by CPT codes. These five-digit codes, maintained by the American Medical Association, describe what was done during a patient encounter—surgical procedures, tests, evaluations, and other physician services. CPT is the standard set used for billing and documenting procedures across many settings, with modifiers to add details like complexity or laterality. Diagnoses, on the other hand, are coded with ICD codes, which explain why the patient sought care. DSM-5 is a manual for classifying mental disorders, not a coding system for procedures. HCPCS provides supplementary codes for items and services not covered by CPT (like certain equipment or ambulance services), but when it comes to identifying a medical procedure itself, CPT is the primary code set.

2. Which document confirms permission for treatment?

- A. Authorization**
- B. Release**
- C. Disclosure**
- D. Consent**

Consent for treatment is built on the idea that patients have the right to decide what happens to their body after being informed about what a procedure involves, including risks, benefits, and alternatives. The document that records this permission is the consent form, which the patient (or a legally authorized representative if the patient cannot decide) signs to authorize the clinician to proceed with the specified treatment. This is about agreeing to treatment itself, not about handling information. The other terms focus on information rather than permission to treat. Authorization is about allowing access to or release of medical information to others. Release pertains to relinquishing something or releasing information in some contexts, and disclosure is the act of sharing information. None of these directly confirm that treatment is approved to go ahead; they govern information flow rather than the actual medical intervention. So, the document that confirms permission for treatment is the consent form, documenting that the patient has agreed to undergo the proposed care after being informed about what it entails.

3. Computerized patient accounts simplify monthly statements and ____.

- A. Insurance billing**
- B. Payroll processing**
- C. Appointment reminders**
- D. Inventory tracking**

Computerized patient accounts are built to manage the financial side of care, tying together charges, payments, and payer processing. The missing piece that naturally accompanies monthly statements is insurance billing, because these systems automate submitting claims to insurers, tracking adjudication, and posting insurer payments to the patient account. That flow directly influences what appears on a patient statement—what the insurer has paid and what the patient still owes. Payroll processing, appointment reminders, and inventory tracking are separate functions outside the patient financial records: payroll handles staff pay, reminders focus on scheduling, and inventory tracks supplies. None of these directly determine or influence the monthly financial statement shown to the patient.

4. Large group of files used for information retrieval?

- A. Directory**
- B. Database**
- C. Archive**
- D. Library**

Organizing data for efficient retrieval across a large set of files. A database does this by storing information in structured tables with indexes that speed up searches and queries, while also managing relationships and data integrity as the collection grows. This makes it the best fit for quickly finding and accessing information across many files. A directory groups files in a filesystem and supports basic access by name or path, but it doesn't provide the powerful content-based querying and cross-file analysis that a database offers. An archive is focused on long-term storage and preservation, not on rapid, frequent retrieval. A library describes a collection of resources and, while useful, doesn't imply the scalable, queryable storage system that a database provides.

5. A portable memory storage device is called?

- A. USB drive**
- B. CD-ROM**
- C. SD card**
- D. Floppy disk**

A portable memory storage device is any removable medium that can hold data and be moved between computers. The floppy disk fits this idea well: it's a small magnetic disk inside a protective sleeve that you can remove from a computer and carry to another, then insert into a drive to access or transfer data. This classic example is often used to illustrate removable, transportable storage. While USB drives and SD cards are also portable storage today, the floppy disk embodies the traditional concept of portable, removable memory in many introductory explanations. CD-ROMs are optical and typically read-only, which makes them less representative of writable portable storage in this context.

6. Important procedure for protecting hard disk information?

- A. Defragmenting
- B. Encrypting
- C. Backing up**
- D. Formatting

Backing up data is the key step for protecting hard disk information because it creates copies of important files and system data in a separate location. This safety net lets you recover quickly after events that can cause data loss, such as hardware failure, accidental deletion, corruption, or malware. By having recent backups and, ideally, multiple versions stored offsite or in the cloud, you can restore to a known good state with minimal downtime. Defragmenting improves performance, not protection. Encryption protects confidentiality if the device is lost or stolen but doesn't help you recover data after loss or damage. Formatting erases data, defeating protection rather than providing it. Backups directly address data availability and recovery, which is why they're the best choice.

7. Preprinted statements listing codes for basic office charges: which term describes this form?

- A. Encounter form**
- B. Aging schedule
- C. Posting
- D. Debit

An encounter form is used. It's a preprinted sheet created for each patient visit that lists codes for basic office charges and the services provided, so the clinician can document what was done and the billing staff can translate that into charges and codes for reimbursement. This makes it the best fit because it directly describes a document used at the point of care to capture services and charges. The aging schedule is a report of unpaid balances by age of account, not a form used for documenting a visit. Posting is the act of recording transactions in the ledger, and a debit is an amount owed or a specific accounting entry, not a form listing charges.

8. What term describes the fixed amount a patient pays at the time of service for a covered visit?

- A. Co-payment**
- B. Deductible
- C. Coinsurance
- D. Premium

The fixed amount you pay at the time of a covered visit is a co-payment. It's a set fee you pay regardless of the visit's total cost, paid when you receive the service. This differs from a deductible, which is the amount you must pay before the insurer covers costs; coinsurance, which is the percentage you pay after the deductible is met; and a premium, which is the regular monthly payment to maintain the insurance coverage. For example, a plan might require a \$20 co-payment for a primary care visit, paid at check-in, while the rest of the visit is billed to the insurer according to the plan's rules.

9. A daily log should be kept of all ____?

- A. Incoming mail
- B. Incoming faxes
- C. Incoming messages
- D. Incoming telephone calls**

Capturing telephone interactions provides a reliable, time-sensitive record of who called, when, and why, along with what was done and what's needed next. Calls are usually urgent and require prompt action, triage, scheduling, or follow-up, so a daily log ensures nothing slips through the cracks and creates an auditable trail for accountability and quality of service. When logging, include details like the caller's name and organization, phone number, date and time, reason for the call, the staff member who answered, actions taken, and any follow-up due. While logging other channels such as mail, faxes, or messages is often useful, they don't typically demand the same real-time tracking and rapid response as telephone calls, which is why the daily log emphasizes incoming telephone calls.

10. What does HCPCS stand for?

- A. Healthcare Common Procedure Coding System**
- B. Health Care Procedures Coding Scheme
- C. Hospital Coding Procedure Set
- D. Healthcare Coding for Public Services

HCPCS stands for Healthcare Common Procedure Coding System. This coding system is used in the United States for billing medical procedures, supplies, and services, and it includes two levels: Level I CPT codes for procedures and services, and Level II alphanumeric codes for products, supplies, and certain services not in CPT. This standard helps Medicare, Medicaid, and other payers process claims consistently. The other phrasings don't reflect the actual name of the system.

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://ccbmaadministrative.examzify.com>

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

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