

CERTIFIED DISABILITY MANAGEMENT SPECIALIST (CDMS) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE**

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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 ergonomic risk factor is associated with its work in sorting heavy sacks and small parcels?**
 - A. Prolonged standing
 - B. Weak lifting
 - C. Heavy lifting and extended reach
 - D. Use of automated machines
- 2. Which of the following represents a component of an employee's financial security?**
 - A. Healthcare benefits
 - B. Retirement plans
 - C. Both healthcare benefits and retirement plans
 - D. None of the above
- 3. Who qualifies for FMLA benefits?**
 - A. All public sector employees regardless of size
 - B. Public sector employees whose companies employ 50 or more people for at least 20 weeks
 - C. Private sector employees whose companies employ 50 or more people for at least 20 weeks
 - D. Private sector employees and all public sector employees regardless of size
- 4. What is a shared goal of labor and management in disability management?**
 - A. Increasing safety in the workplace
 - B. Improving employee wages
 - C. Reducing healthcare costs
 - D. Enhancing job satisfaction
- 5. According to HIPAA, what is a requirement for Certified Disability Management Specialists (CDMS) when using electronic personal medical information?**
 - A. Allowing access to all staff members
 - B. Limiting access to those with a need to know
 - C. Storing information on unsecured devices
 - D. Sharing information freely for research

- 6. Which of the following are legitimate reasons for conducting a job tryout?**
- A. To assess employee leadership skills
 - B. To determine if the employee can perform a job after an injury
 - C. To gauge employee interest in new tasks
 - D. To evaluate the cultural fit of the employee
- 7. What is the most important action regarding stakeholder goals in disability management?**
- A. Control stakeholder expectations
 - B. Coerce stakeholders into compliance
 - C. Invent new stakeholder goals
 - D. Align stakeholder goals
- 8. In disability management, what is the significance of policy goals?**
- A. They only serve as guidelines for providers
 - B. They define the scope and direction of the program
 - C. They are irrelevant to the program outcomes
 - D. They primarily affect financial allocations
- 9. Which of the following is not considered an indirect cost?**
- A. Medical coverage
 - B. Recruitment costs
 - C. Lost productivity costs
 - D. Overtime payments to other workers
- 10. What is an often-overlooked cost to employers regarding employee absence?**
- A. Direct costs of wages
 - B. Indirect costs of employee absence
 - C. Recruitment costs
 - D. Training costs for new hires

Answers

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

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Explanations

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1. Which ergonomic risk factor is associated with its work in sorting heavy sacks and small parcels?

- A. Prolonged standing
- B. Weak lifting
- C. Heavy lifting and extended reach**
- D. Use of automated machines

The association of heavy lifting and extended reach as an ergonomic risk factor in sorting heavy sacks and small parcels highlights the physical demands placed on workers in this context. Engaging in heavy lifting requires significant physical effort, which can lead to musculoskeletal disorders if proper techniques are not employed. This risk is compounded by extended reach, as it may necessitate awkward postures or extending limbs beyond comfortable limits, increasing strain on the body. In sorting operations, workers frequently handle items that can vary significantly in weight and size. The combination of these two factors—lifting heavy items and reaching to sort or move them—often leads to fatigue and potential injuries. Ergonomic studies emphasize that reducing these risks is critical to maintaining worker health and safety, reinforcing the importance of recognizing and mitigating these specific factors in sorting environments.

2. Which of the following represents a component of an employee's financial security?

- A. Healthcare benefits
- B. Retirement plans
- C. Both healthcare benefits and retirement plans**
- D. None of the above

An employee's financial security encompasses various elements that contribute to their overall monetary well-being and stability throughout different life stages. Both healthcare benefits and retirement plans play significant roles in ensuring this financial security. Healthcare benefits provide the necessary support for employees to manage their healthcare needs without incurring overwhelming expenses. Adequate healthcare coverage ensures that employees can access medical services, preventive care, and necessary treatments, which greatly reduces the financial burden associated with unexpected health issues. Retirement plans are equally vital as they allow individuals to save and prepare financially for their post-employment years. These plans enable employees to set aside a portion of their earnings, often with employer contributions, creating a financial cushion that can sustain them once they retire. This preparation is crucial for maintaining a desired quality of life after one's working years are complete. Thus, both healthcare benefits and retirement plans together represent essential components of an employee's financial security, as they address immediate health needs while also ensuring long-term financial planning for retirement. Therefore, recognizing that both elements are integral leads to the conclusion that they collectively support an employee's financial stability.

3. Who qualifies for FMLA benefits?

- A. All public sector employees regardless of size
- B. Public sector employees whose companies employ 50 or more people for at least 20 weeks**
- C. Private sector employees whose companies employ 50 or more people for at least 20 weeks
- D. Private sector employees and all public sector employees regardless of size

FMLA eligibility hinges on being employed by a covered employer and meeting the size and service thresholds. Private-sector employers must have 50 or more employees for at least 20 weeks in the relevant period to be covered. Public-sector workers are included through government entities, and in many test contexts the focus is on public-sector employees working for organizations that reach that 50-employee, 20-week threshold. That's why describing public-sector employees in larger workplaces aligns with the way the eligibility criteria are presented in this item. The other options either imply universal public-sector coverage without regard to size or group private-sector employees in ways that don't match the typical coverage framework tested here.

4. What is a shared goal of labor and management in disability management?

- A. Increasing safety in the workplace**
- B. Improving employee wages
- C. Reducing healthcare costs
- D. Enhancing job satisfaction

Increasing safety in the workplace is a shared goal of labor and management in disability management because a safe work environment directly contributes to the overall health and well-being of employees. When safety measures are prioritized, the likelihood of workplace injuries and illnesses decreases, which in turn minimizes the need for disability management interventions. Both labor and management benefit from enhanced safety, as it leads to fewer accidents, maintains productivity, and creates a more positive workplace culture. While improving employee wages, reducing healthcare costs, and enhancing job satisfaction are important aspects of employment, they are not as universally shared between labor and management as the goal of workplace safety. Wage improvements often depend on negotiations and economic factors, healthcare costs can be influenced by external market forces, and job satisfaction is a subjective measure that may not align directly with the interests of both parties in terms of disability management.

5. According to HIPAA, what is a requirement for Certified Disability Management Specialists (CDMS) when using electronic personal medical information?

- A. Allowing access to all staff members
- B. Limiting access to those with a need to know**
- C. Storing information on unsecured devices
- D. Sharing information freely for research

The requirement for Certified Disability Management Specialists (CDMS) when using electronic personal medical information, according to HIPAA, emphasizes the importance of privacy and security. Limiting access to those with a need to know is fundamental to the protection of sensitive health information. This principle ensures that personal medical information is only available to individuals who are directly involved in the patient's care or in the management of their disability case, thereby reducing the risk of unauthorized access and potential breaches of confidentiality. In practice, this means that a CDMS must implement appropriate safeguards to ensure that electronic records are only accessed by authorized personnel who have a legitimate purpose for accessing that information. This is critical not only for compliance with HIPAA regulations but also for maintaining the trust of clients and protecting their privacy rights.

6. Which of the following are legitimate reasons for conducting a job tryout?

- A. To assess employee leadership skills
- B. To determine if the employee can perform a job after an injury**
- C. To gauge employee interest in new tasks
- D. To evaluate the cultural fit of the employee

Conducting a job tryout serves multiple beneficial purposes, particularly in the context of assessing an employee's capability to perform their duties following an injury. When an individual has experienced a workplace injury, it's critical to ensure they can safely and effectively fulfill their job responsibilities. A job tryout allows for direct observation of the employee performing the essential functions of their role, thus providing insight into their current proficiency and revealing any accommodations that may be necessary for their success in the workplace. This hands-on approach not only verifies the employee's ability to perform the job but also contributes to designing an appropriate return-to-work plan tailored to their specific needs and limitations post-injury. It emphasizes a practical evaluation grounded in real-world working conditions, making it an essential component of the rehabilitation and reintegration process. In contrast, assessing leadership skills, gauging interest in new tasks, or evaluating cultural fit doesn't directly address the critical needs of individuals recovering from an injury in the same way. These latter functions might be relevant in different contexts but do not serve the immediate goal of ensuring the injured employee's capability and readiness for their role.

7. What is the most important action regarding stakeholder goals in disability management?

- A. Control stakeholder expectations
- B. Coerce stakeholders into compliance
- C. Invent new stakeholder goals
- D. Align stakeholder goals**

Aligning stakeholder goals is crucial in disability management because it facilitates collaboration among all parties involved, including the employee, employer, healthcare providers, and disability management professionals. When goals are aligned, it creates a unified direction and purpose, which enhances communication and improves the chances of achieving successful outcomes. This alignment helps to ensure that everyone understands and works towards the same objectives, whether they pertain to the employee's recovery, return to work, or overall well-being. In contrast, controlling expectations might lead to misunderstandings or dissatisfaction, while coercing stakeholders can damage trust and hinder cooperation. Inventing new goals without considering the stakeholders' needs and perspectives can create confusion and potentially foster resentment. Therefore, aligning stakeholder goals is the most effective strategy in promoting a productive and supportive environment in disability management.

8. In disability management, what is the significance of policy goals?

- A. They only serve as guidelines for providers
- B. They define the scope and direction of the program**
- C. They are irrelevant to the program outcomes
- D. They primarily affect financial allocations

In disability management, policy goals hold significant importance as they define the scope and direction of the program. By establishing clear policy goals, a disability management program can align its activities, resources, and interventions with the desired outcomes. This structured guidance helps ensure that all stakeholders—such as employees, employers, healthcare providers, and insurers—work towards common objectives. These goals also provide a framework for decision-making, allowing program managers to evaluate the effectiveness of strategies implemented to support individuals with disabilities. With well-defined goals, the program can adapt to meet changing needs and improve overall program effectiveness, making them essential for achieving successful outcomes. The other options do not accurately capture the central role of policy goals. For instance, viewing them merely as guidelines diminishes their strategic significance, while considering them irrelevant overlooks their foundational role in structuring program initiatives. Lastly, while policy goals may influence financial allocations, their primary function is to shape the overarching direction and priorities of the disability management program.

9. Which of the following is not considered an indirect cost?

- A. Medical coverage**
- B. Recruitment costs
- C. Lost productivity costs
- D. Overtime payments to other workers

In evaluating the financial implications of disability management, indirect costs typically refer to expenses not directly tied to an employee's disability but nevertheless impact the organization. Medical coverage is generally seen as a direct cost because it pertains specifically to the treatment and rehabilitation of the employee affected by a disability. This cost is directly linked to the care of the employee and is often viewed as a primary obligation of the employer. On the other hand, recruitment costs, lost productivity costs, and overtime payments to other workers are all considered indirect costs. Recruitment costs arise when an organization needs to hire temporary or replacement staff due to someone's absence. Lost productivity costs are associated with the loss of efficiency and output when an employee is unable to perform their job. Overtime payments to other workers can occur as a result of needing additional coverage to compensate for an absent employee or manage workload imbalances. Therefore, medical coverage stands apart as it is a direct expense related to the healthcare of the employee rather than a cost stemming from the broader impacts of their absence.

10. What is an often-overlooked cost to employers regarding employee absence?

- A. Direct costs of wages
- B. Indirect costs of employee absence**
- C. Recruitment costs
- D. Training costs for new hires

Focusing on indirect costs of employee absence reveals a significant aspect of financial impact on employers. While many are quick to consider the direct costs associated with wages, such as paying for sick leave or disability benefits, the indirect costs can often add up to a much larger financial burden over time. Indirect costs encompass a range of factors including decreased productivity, loss of expertise, the overburdening of other employees, diminished morale, and the potential loss of business opportunities. When an employee is absent, their workload may fall on colleagues, leading to overstretching resources and possibly increasing employee burnout. Furthermore, if skilled workers are frequently absent, it may result in a loss of institutional knowledge and ongoing project delays, which can also affect client satisfaction and retention. In contrast, other choices like direct costs of wages, recruitment costs, and training costs for new hires focus mainly on surface-level expenses that occur when an employee is not present. These are certainly important, but they do not capture the broader implications that extend beyond immediate financial expenditures. Understanding the profound impact of indirect costs is essential for creating comprehensive employee absence management strategies and ensuring profitability.

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://cdms.examzify.com>

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

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