

# Certified Medical Assistant Practice Exam (Sample)

## Study Guide



**Everything you need from our exam experts!**

**This is a sample study guide. To access the full version with hundreds of questions,**

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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. Don't worry about getting everything right, 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, and take breaks to retain information better.**

## 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.**

## 7. Use Other Tools

**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!**

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## **Questions**

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- 1. What needs to be ingested daily in the recommended amount of eight eight-ounce glasses?**
  - A. Orange juice**
  - B. Soda**
  - C. Water**
  - D. Coffee**
- 2. What should be assessed first when rendering first aid in an emergency situation?**
  - A. Blood pressure**
  - B. Bleeding severity**
  - C. Airway**
  - D. Pulse rate**
- 3. What is one key responsibility of a medical assistant during a patient visit?**
  - A. To assist the physician with examinations**
  - B. To give medical advice to patients**
  - C. To process insurance claims**
  - D. To schedule interviews with specialists**
- 4. When more than one policy pays on a claim, it is called**
  - A. Coordination of benefits**
  - B. Family healthcare rule**
  - C. Split payment system**
  - D. Joint insurance coverage**
- 5. Which device protects a computer from electrical damage?**
  - A. Surge protector**
  - B. Monitor**
  - C. Keyboard**
  - D. Printer**

**6. How often should medical assistants check the expiration dates on supplies stored in examination rooms?**

- A. Weekly**
- B. Monthly**
- C. Quarterly**
- D. Annually**

**7. Which of the following terms represents "surgical repair"?**

- A. Lysis**
- B. Desis**
- C. Plasty**
- D. Scopy**

**8. What should a medical assistant do when responding to a hearing-impaired caller?**

- A. Speak softly and quickly**
- B. Ask them to call back later**
- C. Speak a little more slowly and a little more loudly**
- D. Transfer the call to another staff member**

**9. Which type of insurance is typically bought to cover catastrophic illness and injuries?**

- A. Dental insurance**
- B. Life insurance**
- C. Major medical insurance**
- D. Disability insurance**

**10. What is the difference between a virus and a bacteria?**

- A. Both can replicate independently**
- B. Viruses require a host to replicate, whereas bacteria can live independently**
- C. Bacteria are always harmful, while viruses are not**
- D. Both can be treated with antibiotics**

## **Answers**

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

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## **Explanations**

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**1. What needs to be ingested daily in the recommended amount of eight eight-ounce glasses?**

- A. Orange juice**
- B. Soda**
- C. Water**
- D. Coffee**

The recommended daily intake of eight eight-ounce glasses refers to water, which is essential for maintaining hydration and supporting various bodily functions. Water plays a critical role in regulating body temperature, transporting nutrients, removing waste, and aiding in digestion, among other functions. Consuming water in the recommended amount helps prevent dehydration and supports overall health. While orange juice, soda, and coffee can contribute to fluid intake, they also contain sugars, caffeine, or other substances that may not provide the same health benefits as plain water. For instance, excessive sugar intake from sodas and juices can lead to various health issues, and caffeine in coffee can have diuretic effects, which could potentially lead to dehydration if consumed in large quantities. Therefore, water is the best choice for meeting daily hydration needs effectively.

**2. What should be assessed first when rendering first aid in an emergency situation?**

- A. Blood pressure**
- B. Bleeding severity**
- C. Airway**
- D. Pulse rate**

Assessing the airway first in an emergency situation is critical because it is essential for breathing and oxygenation. Ensuring that the airway is clear and unobstructed allows for adequate airflow to the lungs, which is vital for the patient's survival. Without a clear airway, other assessments or interventions, such as checking blood pressure or bleeding severity, become irrelevant because the patient may not be able to breathe. In emergency protocols, the ABCs (Airway, Breathing, Circulation) are the foundational steps, prioritizing airway management to prevent further complications.

**3. What is one key responsibility of a medical assistant during a patient visit?**

- A. To assist the physician with examinations**
- B. To give medical advice to patients**
- C. To process insurance claims**
- D. To schedule interviews with specialists**

One key responsibility of a medical assistant during a patient visit is to assist the physician with examinations. This role is crucial as it involves preparing the patient for the examination, ensuring that the necessary medical instruments and supplies are ready, and providing support to the physician during the procedure. This hands-on assistance can include tasks such as taking patient vital signs, documenting medical history, and providing comfort and reassurance to patients, thereby facilitating a smoother and more efficient examination process. In this context, assisting the physician directly impacts patient care, ensuring that examinations are conducted safely and effectively. Other responsibilities, while important, do not take place during the actual patient visit. For example, providing medical advice would typically fall outside the scope of a medical assistant's duties, as they are not licensed to give such guidance. Processing insurance claims and scheduling interviews with specialists are administrative tasks that occur outside of the immediate clinical interaction with patients.

**4. When more than one policy pays on a claim, it is called**

- A. Coordination of benefits**
- B. Family healthcare rule**
- C. Split payment system**
- D. Joint insurance coverage**

The concept of coordination of benefits refers to the process used when multiple insurance policies are in place to manage claims effectively. This ensures that the total benefits paid do not exceed the actual expenses incurred, thereby preventing overpayment. In this context, the primary aim is to determine which policy pays first, taking into account the specific rules each insurer has regarding payment responsibility. The other terms, while related to healthcare insurance, do not define this particular process. For instance, the family healthcare rule pertains to policies covering families rather than addressing how multiple insurance benefits coordinate. A split payment system generally refers to processing payments in parts but does not encapsulate the overall coordination between multiple insurers. Joint insurance coverage simply indicates the presence of multiple policies but lacks the nuanced management of claims that coordination of benefits entails.

## 5. Which device protects a computer from electrical damage?

- A. Surge protector**
- B. Monitor**
- C. Keyboard**
- D. Printer**

A surge protector is the correct answer because it is specifically designed to protect electronic devices, including computers, from voltage spikes and surges. These devices serve as a barrier between the electrical outlet and the computer, diverting excess electrical current away from the device and preventing damage. Surge protectors are essential in safeguarding expensive computer equipment and ensuring their longevity. The other options, such as the monitor, keyboard, and printer, do not provide protection from electrical damage. While they are essential components of a computer system, they do not serve the same purpose as a surge protector in preventing voltage fluctuations from harming the computer.

## 6. How often should medical assistants check the expiration dates on supplies stored in examination rooms?

- A. Weekly**
- B. Monthly**
- C. Quarterly**
- D. Annually**

Medical assistants should check the expiration dates on supplies stored in examination rooms on a monthly basis to ensure that all supplies are safe and effective for patient care. Regular monthly checks help to minimize the risks associated with using expired supplies, which can lead to ineffective treatment or potential harm to patients. By performing these checks monthly, medical assistants can maintain a reliable inventory of supplies, allowing for timely replacement of any items that are approaching their expiration date. This practice is crucial for maintaining compliance with safety regulations and ensuring high standards of care in a medical setting.

## 7. Which of the following terms represents "surgical repair"?

- A. Lysis**
- B. Desis**
- C. Plasty**
- D. Scopy**

The term that represents "surgical repair" is indeed correct. The suffix "plasty" is commonly used in medical terminology to indicate surgical reconstruction or repair of a body part. For example, "rhinoplasty" refers specifically to the surgical repair or reconstruction of the nose. In contrast, the other terms have different meanings. "Lysis" refers to the destruction or breakdown of cells or tissues. "Desis" usually denotes surgical fixation or stabilization of a body part, often associated with fusion procedures. Meanwhile, "scopy" refers to the process of visual examination through an instrument, such as in "endoscopy," which allows for the viewing of internal structures. Each of these terms encompasses distinct medical procedures and should not be confused with the concept of surgical repair like "plasty" does.

**8. What should a medical assistant do when responding to a hearing-impaired caller?**

- A. Speak softly and quickly**
- B. Ask them to call back later**
- C. Speak a little more slowly and a little more loudly**
- D. Transfer the call to another staff member**

The response to a hearing-impaired caller should be adjusted to ensure effective communication. Speaking a little more slowly and a little more loudly allows the caller to better understand the information being conveyed without feeling overwhelmed. This approach acknowledges their needs and provides a supportive environment for them to engage in the conversation. Adjusting the pace and volume of speech helps accommodate varying levels of hearing ability, ensuring that vital information is communicated clearly. It's important to be patient and attentive, as this fosters a comfortable interaction and encourages the caller to express any difficulty they may have in hearing.

**9. Which type of insurance is typically bought to cover catastrophic illness and injuries?**

- A. Dental insurance**
- B. Life insurance**
- C. Major medical insurance**
- D. Disability insurance**

Major medical insurance is designed specifically to cover significant or catastrophic health expenses that can arise from severe illnesses or accidents. This type of insurance usually includes a high deductible and subsequently covers essential health care services like hospitalization, surgery, and long-term treatment options, protecting individuals from the financial burden associated with these high costs. Dental and life insurance serve entirely different purposes, focusing on oral health and providing financial support to beneficiaries upon the policyholder's death, respectively. Disability insurance offers coverage for lost income due to an inability to work from a disabling condition, rather than directly covering medical expenses. Hence, while all the other types of insurance have their importance, they do not provide the same extensive protection against catastrophic health events as major medical insurance does.

## 10. What is the difference between a virus and a bacteria?

- A. Both can replicate independently
- B. Viruses require a host to replicate, whereas bacteria can live independently**
- C. Bacteria are always harmful, while viruses are not
- D. Both can be treated with antibiotics

The distinction between a virus and bacteria is fundamentally rooted in their biological structures and replication processes. Viruses are unique in that they cannot replicate on their own; they require a living host cell to reproduce. This dependency on host cells is a defining characteristic of viruses, making them obligate parasites. In contrast, bacteria are single-celled organisms that can thrive and reproduce independently in various environments, including on their own without the need for a host. This difference highlights why the correct choice emphasizes that viruses require a host for replication, while bacteria can sustain themselves and multiply independently. Understanding this distinction is crucial for recognizing how different pathogens operate and the treatment approaches that may be necessary for infections caused by each type. For example, bacteria can be treated with antibiotics, which target their cellular processes, whereas antiviral medications are employed to combat viral infections since antibiotics have no effect on viruses.

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# 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://certifiedmedicalassistant.examzify.com>**

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

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