

# Colorado Nursing Home Administrators (NHA) 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**

- 1. How often should X-ray, lab, EKG, and other diagnostic tests be placed in the health record?**
  - A. Immediately**
  - B. Within 1 week of receipt**
  - C. Within 2 weeks of receipt**
  - D. Within 3 weeks of receipt**
- 2. What is a quality management program?**
  - A. Assesses the financial stability of a healthcare facility**
  - B. Evaluates the quality of patient/resident care and safety**
  - C. Monitors employee performance and satisfaction**
  - D. Measures the efficiency of facility operations**
- 3. What is a rural facility?**
  - A. A facility located within city limits**
  - B. A facility within ten miles of the city center**
  - C. A facility within ten miles of a municipality of 15,000 or more**
  - D. A facility within walking distance to commercial areas**
- 4. What shall the written notice for a transfer or discharge include?**
  - A. Effective date**
  - B. Grievance procedure**
  - C. Location to which resident is transferred/discharged**
  - D. All of the above**
- 5. Who should the pharmaceutical services be supervised by?**
  - A. Consultant pharmacist**
  - B. Registered nurse**
  - C. Medical advisor**
  - D. Resident representative**



- 6. When should medication errors and drug interactions be reported?**
- A. Immediately**
  - B. Within 12 hours**
  - C. Within 30 minutes**
  - D. Within an hour**
- 7. When does a facility need to report a name change?**
- A. 45 days prior to the change**
  - B. 30 days prior to the change**
  - C. Immediately after the change**
  - D. Within 10 days after the change**
- 8. How much of the window in a resident room should be openable without tools?**
- A. 1/4**
  - B. 1/2**
  - C. 1/3**
  - D. 1/6**
- 9. A change of ownership for a health care agency, facility for the developmentally disabled, outpatient mental health, extended care facility or hospice with 16 or fewer beds - including nursing homes and rehab facilities need to submit a change of ownership within how many days?**
- A. 30 days**
  - B. 45 days**
  - C. 60 days**
  - D. 90 days**
- 10. How much capacity must a facility have for laundry/linen?**
- A. Enough to process 5-day supply based on 10 lbs/dry laundry per bed/per day**
  - B. Enough to process 7-day supply based on 10 lbs/dry laundry per bed/per day**
  - C. Enough to process 10-day supply based on 10 lbs/dry laundry per bed/per day**
  - D. Enough to process 12-day supply based on 10 lbs/dry laundry per bed/per day**

## **Answers**

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

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## **Explanations**

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**1. How often should X-ray, lab, EKG, and other diagnostic tests be placed in the health record?**

- A. Immediately**
- B. Within 1 week of receipt**
- C. Within 2 weeks of receipt**
- D. Within 3 weeks of receipt**

X-ray, lab results, EKG, and other diagnostic tests should typically be placed in the health record within 2 weeks of receipt. This timeframe ensures timely availability of important information for healthcare providers involved in the patient's care and facilitates effective treatment planning and decision-making. Placing these diagnostic reports promptly within the health record ensures that all healthcare professionals involved have access to the necessary information to provide quality care to the residents. This practice also helps maintain accurate and up-to-date medical records, which are essential for comprehensive and coordinated patient care. Options A, B, and D are not ideal because immediate placement may not always be feasible and waiting more than 2 weeks could lead to potential delays in decision-making and treatment. Option C strikes a balance between promptness and practicality in updating the health records with essential diagnostic information.

**2. What is a quality management program?**

- A. Assesses the financial stability of a healthcare facility**
- B. Evaluates the quality of patient/resident care and safety**
- C. Monitors employee performance and satisfaction**
- D. Measures the efficiency of facility operations**

A quality management program focuses specifically on evaluating and improving the quality of patient/resident care and safety within a healthcare facility. While assessing the financial stability, monitoring employee performance and satisfaction, and measuring the efficiency of facility operations are all important tasks within a healthcare facility, they are not the main focus of a quality management program.

**3. What is a rural facility?**

- A. A facility located within city limits**
- B. A facility within ten miles of the city center**
- C. A facility within ten miles of a municipality of 15,000 or more**
- D. A facility within walking distance to commercial areas**

A rural facility is defined as one that is situated within ten miles of a municipality with a population of 15,000 or more. This definition helps to establish a clear boundary for what constitutes a rural area in relation to population density and accessibility to urban resources. This distinction is significant as it influences various aspects such as funding, regulatory requirements, and the types of services that a facility may provide. Understanding this definition assists nursing home administrators in determining the classification and available resources for their facilities. The other choices do not accurately capture the specific criteria necessary to define a rural facility based on population metrics. Options that reference proximity to city limits or commercial areas fail to consider the essential demographic aspect, which is crucial for understanding and identifying rural versus urban facilities.

**4. What shall the written notice for a transfer or discharge include?**

- A. Effective date**
- B. Grievance procedure**
- C. Location to which resident is transferred/discharged**
- D. All of the above**

The correct answer is D, "All of the above." When a resident in a nursing home is being transferred or discharged, the written notice provided to them should include all of the mentioned information: the effective date of the transfer or discharge, information about the grievance procedure if the resident wishes to dispute the decision, and the specific location to which the resident is being transferred or discharged. Providing this comprehensive information ensures that the resident is informed and has the necessary details to understand and potentially address the situation.

**5. Who should the pharmaceutical services be supervised by?**

- A. Consultant pharmacist**
- B. Registered nurse**
- C. Medical advisor**
- D. Resident representative**

Pharmaceutical services in a nursing home setting should be supervised by a consultant pharmacist. Consultant pharmacists play a crucial role in ensuring the safe and effective use of medications in long-term care facilities. They provide expertise in medication management, review prescriptions for accuracy and appropriateness, monitor for potential drug interactions, and collaborate with other healthcare providers to optimize resident care. Supervision by a consultant pharmacist helps to promote medication safety, enhance resident outcomes, and comply with regulatory requirements.

**6. When should medication errors and drug interactions be reported?**

- A. Immediately**
- B. Within 12 hours**
- C. Within 30 minutes**
- D. Within an hour**

Medication errors and drug interactions should be reported within 30 minutes. Timely reporting is crucial to ensure that appropriate measures can be taken promptly to address the issue and prevent any harm to the residents. Waiting longer than 30 minutes can potentially lead to more severe consequences for the resident involved. By reporting within 30 minutes, the necessary interventions and corrections can be implemented sooner, which is critical in maintaining the safety and well-being of the residents in a nursing home setting.

**7. When does a facility need to report a name change?**

- A. 45 days prior to the change**
- B. 30 days prior to the change**
- C. Immediately after the change**
- D. Within 10 days after the change**

When a facility changes its name, they need to report it 45 days prior to the change. This gives ample time for any necessary updates or notifications to be made. The other options are incorrect because they either allow for less time, which may not be enough to properly notify all parties, or they require reporting after the change has already taken place, which can cause confusion and potential delays in updating information. Reporting immediately after the change (option C) could also cause issues if there are any legal or administrative processes that need to be completed for the name change to be officially recognized. Reporting within 10 days (option D) is not ideal because it may not give enough time for all parties to update their records and could result in discrepancies or incorrect information being used. Therefore, option A is the most appropriate choice as it allows for sufficient time to properly notify all parties and make necessary updates before the name change takes effect.

**8. How much of the window in a resident room should be openable without tools?**

- A. 1/4**
- B. 1/2**
- C. 1/3**
- D. 1/6**

For optimal safety, at least half (1/2) of the window in a resident room should be openable without tools. This allows for easy evacuation in case of an emergency and also provides sufficient ventilation for the residents. Options A, C, and D are incorrect as they do not meet the recommended half requirement. Having only 1/4 or 1/6 of the window openable would greatly limit the amount of fresh air and would make it difficult for residents to escape in case of a fire or other emergency. Therefore, option B is the correct choice as it meets the recommended safety standard.

**9. A change of ownership for a health care agency, facility for the developmentally disabled, outpatient mental health, extended care facility or hospice with 16 or fewer beds - including nursing homes and rehab facilities need to submit a change of ownership within how many days?**

**A. 30 days**

**B. 45 days**

**C. 60 days**

**D. 90 days**

A change of ownership for a health care agency, facility for the developmentally disabled, outpatient mental health, extended care facility or hospice with 16 or fewer beds must be submitted within 30 days. Options B, C, and D are incorrect because they exceed the 30 day requirement. It is important to submit the change of ownership within the designated time frame in order to avoid any disruptions in care and ensure a smooth transition for all involved parties.

**10. How much capacity must a facility have for laundry/linen?**

**A. Enough to process 5-day supply based on 10 lbs/dry laundry per bed/per day**

**B. Enough to process 7-day supply based on 10 lbs/dry laundry per bed/per day**

**C. Enough to process 10-day supply based on 10 lbs/dry laundry per bed/per day**

**D. Enough to process 12-day supply based on 10 lbs/dry laundry per bed/per day**

A facility must have enough capacity to process a 5-day supply of laundry and linen based on the standard of 10 lbs/dry laundry per bed/per day. This means that the facility should be able to handle the daily laundry needs of the number of beds in the facility multiplied by 5 days. Option B, C, and D are all greater than a 5-day supply and could potentially lead to overcapacity and waste of resources. Option B would provide an extra 2 days worth of laundry capacity, while Option C and D would provide an additional 5 and 7 days respectively. Therefore, Option A is the most efficient and cost-effective choice, providing enough capacity to handle the expected laundry needs while also minimizing potential waste.



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

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