

COLORADO NURSING HOME ADMINISTRATORS (NHA) PRACTICE EXAM (SAMPLE) STUDY GUIDE



Prepare with structure. Pass with confidence



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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. For what time period can the Department allow admissions above the licensed capacity?**
 - A. 14 days
 - B. 30 days
 - C. 45 days
 - D. 60 days
- 2. Within what time frame should diagnostic test results be placed into the health record?**
 - A. Immediately
 - B. Within 1 week
 - C. Within 2 weeks
 - D. Within 3 weeks
- 3. What must the facility have regarding the death of a resident?**
 - A. Immediate cremation policy
 - B. Transfer policy to the nearest hospital
 - C. Deaths reportable to local county coroner (consistent with coroner's policy)
 - D. Issuance of death certificate within 24 hours
- 4. Is there a charge for obtaining copies of a health care record to another healthcare provider?**
 - A. No, there are no charges
 - B. Yes, there is a minimal fee
 - C. Yes, \$5.00 per record
 - D. No, except for records older than five years
- 5. What are the requirements for liability insurance for the owner?**
 - A. Must be held in the name of the licensed applicant with the department listed as a certificate holder
 - B. Must include all employees as certificate holders
 - C. Must be held in the name of the facility manager
 - D. Must be renewed every six months

- 6. What time does breakfast need to be served?**
- A. No later than 6am
 - B. No later than 7am
 - C. No later than 8am
 - D. No later than 9am
- 7. How often should a resident be evaluated for tardive dyskinesia when receiving psychoactive medications?**
- A. Every 3 months
 - B. Every 6 months
 - C. Monthly
 - D. Weekly
- 8. What is the fee for a conditional license?**
- A. \$1,000
 - B. \$1,500
 - C. \$360
 - D. \$75
- 9. What are the charges for a patient or resident (or personal representative) to obtain copies of their records?**
- A. \$10.00 for the first 10 pages, \$0.40 for pages 11-40, and \$0.25 for each additional page
 - B. \$14.00 for the first 10 pages, \$0.50 for pages 11-40, and \$0.33 for each additional page
 - C. \$14.00 for the first 15 pages, \$0.50 for pages 16-50, and \$0.30 for each additional page
 - D. \$16.50 for the first 10 pages, \$0.60 for pages 11-40, and \$0.40 for each additional page
- 10. 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

Answers

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

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Explanations

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1. For what time period can the Department allow admissions above the licensed capacity?

- A. 14 days
- B. 30 days**
- C. 45 days
- D. 60 days

The Department can allow admissions above the licensed capacity for a maximum of 30 days. Options A, C, and D are incorrect because they exceed this time period. Option A is too short, and options C and D are too long. It is important for the Department to closely monitor admissions above the licensed capacity to ensure the safety and well-being of the individuals under their care. Therefore, it is essential that this time period does not extend for longer than 30 days.

2. Within what time frame should diagnostic test results be placed into the health record?

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

Diagnostic test results should be placed into the health record within 2 weeks. It is important to do so within a reasonable timeframe to ensure that the results are included in the patient's record and can be utilized by healthcare providers for current and future treatments. Option A, immediately, may not always be feasible as it may take time for the results to be processed and reviewed. Options B and D are not ideal as waiting for 1 or 3 weeks respectively may delay patient care and treatment. Therefore, option C, within 2 weeks, strikes a balance between timely inclusion and accuracy of the results.

3. What must the facility have regarding the death of a resident?

- A. Immediate cremation policy
- B. Transfer policy to the nearest hospital
- C. Deaths reportable to local county coroner (consistent with coroner's policy)**
- D. Issuance of death certificate within 24 hours

The correct answer is C. This is because it is essential for a nursing home facility to have a policy in place to report all deaths of residents to the local county coroner, following the coroner's guidelines and regulations. This is important in ensuring that proper procedures are followed, and any necessary investigations can be carried out as needed. Options A, B, and D are incorrect as they do not address the legal and regulatory requirements related to reporting resident deaths to the appropriate authorities.

4. Is there a charge for obtaining copies of a health care record to another healthcare provider?

- A. No, there are no charges**
- B. Yes, there is a minimal fee
- C. Yes, \$5.00 per record
- D. No, except for records older than five years

Obtaining copies of a health care record to another health care provider typically does not come with any charges. However, there may be some exceptions. Option B may be incorrect as it mentions a minimal fee. Option C may be incorrect because it specifies a flat fee of \$5.00 per record, which may not always be the case. Option D may be incorrect because it suggests that there may be a charge for records older than five years, which may not be true in all cases. Overall, option A is the most accurate answer.

5. What are the requirements for liability insurance for the owner?

- A. Must be held in the name of the licensed applicant with the department listed as a certificate holder**
- B. Must include all employees as certificate holders
- C. Must be held in the name of the facility manager
- D. Must be renewed every six months

Liability insurance for the owner must be held in the name of the licensed applicant with the department listed as a certificate holder to fulfill the requirements. This ensures that the proper party is covered by the insurance and that the department overseeing nursing home administration is informed and involved in the insurance coverage. The other options are not accurate because liability insurance should not include all employees as certificate holders, be held in the name of the facility manager, or necessarily be renewed every six months.

6. What time does breakfast need to be served?

- A. No later than 6am
- B. No later than 7am
- C. No later than 8am**
- D. No later than 9am

Breakfast should ideally be served in the morning, typically between 6am and 10am. Therefore, options A, B, and D are incorrect as they suggest serving breakfast later than the suggested timeframe. Serving breakfast too late can disrupt the body's natural hunger and eating patterns. Option C, on the other hand, falls within the appropriate timeframe for serving breakfast.

7. How often should a resident be evaluated for tardive dyskinesia when receiving psychoactive medications?

- A. Every 3 months**
- B. Every 6 months
- C. Monthly
- D. Weekly

While there is no set standard in the medical community for how often a resident should be evaluated for tardive dyskinesia, it is generally recommended that evaluations be done every 3 months. This allows for frequent monitoring of symptoms and potential side effects of psychoactive medications. Options B, C, and D are all too frequent and may not be necessary for most residents unless there are specific concerns or risk factors present. Evaluating monthly or weekly may also put a strain on the resident and healthcare provider's time and resources. Therefore, every 3 months is a good balance for regular evaluations without being overly burdensome.

8. What is the fee for a conditional license?

- A. \$1,000**
- B. \$1,500
- C. \$360
- D. \$75

A conditional license typically requires a higher fee, such as \$1,000, due to the additional requirements and restrictions placed on the individual in order to obtain and maintain the license. Option B, while a high fee, is not specific to conditional licenses. Option C and D are too low of fees given the level of scrutiny and regulations involved with a conditional license.

9. What are the charges for a patient or resident (or personal representative) to obtain copies of their records?

- A. \$10.00 for the first 10 pages, \$0.40 for pages 11-40, and \$0.25 for each additional page
- B. \$14.00 for the first 10 pages, \$0.50 for pages 11-40, and \$0.33 for each additional page**
- C. \$14.00 for the first 15 pages, \$0.50 for pages 16-50, and \$0.30 for each additional page
- D. \$16.50 for the first 10 pages, \$0.60 for pages 11-40, and \$0.40 for each additional page

The other options may seem similar, but they all have small differences in the pricing structure. Option A charges \$10.00 for the first 10 pages, while option B charges \$14 for the same number of pages. Option C also charges \$14, but for the first 15 pages. Option D has the highest initial cost at \$16.50, making it the most expensive option overall. Additionally, option B has the lowest charge per additional page at \$0.33, making it the most cost-effective choice.

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

A. $\frac{1}{4}$

B. $\frac{1}{2}$

C. $\frac{1}{3}$

D. $\frac{1}{6}$

For optimal safety, at least half ($\frac{1}{2}$) 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 $\frac{1}{4}$ or $\frac{1}{6}$ 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.

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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.

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!

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