

CPCS Credentialing and Privileging Practice Test (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. What document governs medical staff membership and appointment decisions?**
 - A. Rules & Regulations**
 - B. Medical Staff Bylaws**
 - C. Charter**
 - D. Policies and Procedures**

- 2. The accreditation in which the governing body defines criteria for initial and reappointment of physicians and dentists without specifying which providers need to be credentialed is which?**
 - A. Ambulatory Care Facility (AAAHC)**
 - B. URAC Directory Criteria**
 - C. NCQA Standards**
 - D. The Joint Commission**

- 3. Which of the following is a valid method to obtain PSV according to the accreditation definitions?**
 - A. Fax from the primary source**
 - B. Secure electronic communication or by phone**
 - C. Verifications from social media**
 - D. Hand-delivered mail from the primary source**

- 4. What document outlines the qualifications required for appointment to the medical staff?**
 - A. COPs (Criteria for Appointment to the Medical Staff)**
 - B. Bylaws**
 - C. Policies and Procedures**
 - D. Job Descriptions**

- 5. Which accreditation uses phone primary source verification for all information including licensure, education, training, experience, competence, and peer references?**
 - A. TJC Phone PSV**
 - B. DNV Phone PSV**
 - C. HFAP Phone PSV**
 - D. URAC Phone PSV**

- 6. What are the three primary reasons for credentialing?**
- A. Improve staff morale and job satisfaction**
 - B. Protect patient health, safety, and ensure quality for hospitalized patients**
 - C. Increase revenue**
 - D. Expand facility size**
- 7. What information is available from NPDB?**
- A. Medical malpractice payments, adverse licensure actions, adverse privileging actions, adverse professional society membership actions, licensing authority actions, peer review actions, private organization actions, DEA actions, Medicare exclusions**
 - B. Only licensure actions**
 - C. Only malpractice payments**
 - D. Only Medicare exclusions**
- 8. Which term describes requirements set by forces outside the organization, such as accreditation bodies and government regulations?**
- A. External criteria**
 - B. Internal criteria**
 - C. Operational criteria**
 - D. Management criteria**
- 9. Three reasons for Credentialing include**
- A. Regulatory compliance and patient safety are required**
 - B. To increase advertising and hospital branding**
 - C. Patient Safety, Risk Management Concerns, and Required by regulatory agencies**
 - D. To reduce staff training**
- 10. Which accreditation is commonly abbreviated as AAAHC?**
- A. The Joint Commission**
 - B. Ambulatory Care Facility (AAAHC)**
 - C. URAC**
 - D. NCQA Standards**

Answers

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

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Explanations

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1. What document governs medical staff membership and appointment decisions?

A. Rules & Regulations

B. Medical Staff Bylaws

C. Charter

D. Policies and Procedures

The key idea here is that formal medical staff membership and the appointment process are defined by the Medical Staff Bylaws. These bylaws lay out who is eligible to join, the credentialing standards and evidence required, the step-by-step application and review process, the roles of the credentials committee and medical staff, timelines, criteria for granting and renewing privileges, and provisions for reappointment or removal. They are the authoritative governance document that establishes due process, rights and responsibilities of members, and the interface with the governing board, ensuring compliance with accreditation and regulatory expectations. Rules and Regulations usually cover broader organizational rules and governance aspects, and while they may reference the medical staff processes, they do not establish the formal framework for membership decisions. The charter defines the organization's creation and purpose, not the day-to-day governance of medical staff membership. Policies and Procedures describe how tasks are performed in practice, but the specific governance of membership and appointment is contained in the Medical Staff Bylaws.

2. The accreditation in which the governing body defines criteria for initial and reappointment of physicians and dentists without specifying which providers need to be credentialed is which?

A. Ambulatory Care Facility (AAAHC)

B. URAC Directory Criteria

C. NCQA Standards

D. The Joint Commission

Ambulatory accreditation by AAAHC centers on the organization's medical staff governance. The governing body sets the criteria for the initial appointment and reappointment of physicians and dentists, but it does not specify every provider category that must be credentialed. That determination is left to the facility's medical staff bylaws and governance, which means the accrediting body provides the framework while the facility decides which providers require credentialing. This aligns with AAAHC's emphasis on the organization's own medical staff structure and credentialing processes, rather than mandating a fixed list of provider types to be credentialed. Other accrediting bodies tend to prescribe more explicit scope for who must be credentialed or focus on different areas, such as provider directories.

3. Which of the following is a valid method to obtain PSV according to the accreditation definitions?

- A. Fax from the primary source**
- B. Secure electronic communication or by phone**
- C. Verifications from social media**
- D. Hand-delivered mail from the primary source**

Primary Source Verification means confirming a practitioner's credentials directly with the issuing organization (such as a school, board, or licensing authority). The accreditation definitions specify that the valid ways to obtain PSV are secure electronic communication from the primary source or verification by phone. This ensures the information comes straight from the source and can be authenticated and traced. Verifications via social media aren't credible sources for PSV, and while mail from the primary source can occur, it's not considered a standard, timely method in these definitions due to delays and potential lack of auditability.

4. What document outlines the qualifications required for appointment to the medical staff?

- A. COPs (Criteria for Appointment to the Medical Staff)**
- B. Bylaws**
- C. Policies and Procedures**
- D. Job Descriptions**

The document that sets the eligibility standards for joining the medical staff is the one that outlines the qualifications and criteria physicians must meet to be considered for appointment and to receive privileges. This COPs (Criteria for Appointment to the Medical Staff) describes in detail the required education, training, licensure, board certification (if applicable), experience, references, and any other standards used to evaluate a candidate. It provides the consistent, verifiable benchmarks the credentialing committee relies on to approve or deny appointment and to determine the scope of privileges. Bylaws govern the organization's structure, governance, and membership categories, not the specific credentials for appointment. Policies and procedures describe how credentialing tasks are carried out—the processes, steps, and forms—rather than the minimum qualifications themselves. Job descriptions outline typical duties and responsibilities for a role, sometimes including general qualifications, but they do not establish the formal criteria for medical staff appointment.

5. Which accreditation uses phone primary source verification for all information including licensure, education, training, experience, competence, and peer references?

- A. TJC Phone PSV**
- B. DNV Phone PSV**
- C. HFAP Phone PSV**
- D. URAC Phone PSV**

Phone primary source verification is confirming every credential directly with the source via a phone call—licensure, education, training, experience, competence, and even peer references. The Joint Commission uses this approach across all these areas to ensure information is current, accurate, and verifiable from the original source, which strengthens credentialing integrity and patient safety. By speaking with licensing boards, schools, training programs, employers, and colleagues, the accrediting body reduces the risk of outdated or fraudulent information slipping through and standardizes verification practices. Other accrediting bodies may use alternative methods, such as document reviews or online verifications, for some items. But the Joint Commission specifically requires telephone primary source verification for all the listed components, making it the best fit for this scenario.

6. What are the three primary reasons for credentialing?

- A. Improve staff morale and job satisfaction**
- B. Protect patient health, safety, and ensure quality for hospitalized patients**
- C. Increase revenue**
- D. Expand facility size**

Credentialing is about safeguarding patients by verifying that clinicians have the right qualifications and ongoing competencies to practice. The three primary reasons revolve around protecting patient health and safety, ensuring high-quality care, and confirming that practitioners are competent to perform their duties in the hospital setting. By validating licenses, education, certifications, and ongoing training, credentialing creates a standard of practice that reduces risk, promotes consistent, evidence-based care, and supports accountability across the care team. This focus on patient safety and quality directly matches the purpose of credentialing in hospitalized settings. Choices about improving staff morale, increasing revenue, or expanding facility size are not the primary aims of credentialing; they may occur as indirect outcomes or through broader organizational strategies, but they do not define the core purpose of credentialing.

7. What information is available from NPDB?

- A. Medical malpractice payments, adverse licensure actions, adverse privileging actions, adverse professional society membership actions, licensing authority actions, peer review actions, private organization actions, DEA actions, Medicare exclusions**
- B. Only licensure actions**
- C. Only malpractice payments**
- D. Only Medicare exclusions**

The NPDB is designed to provide a comprehensive view of a practitioner's professional conduct and ability to practice, which credentialing and privileging decisions rely on to protect patients. It covers a wide range of adverse actions and financial settlements that signal issues in practice. Medical malpractice payments are included because settlements or payments related to claims reflect potential risk to patient safety and care quality. Adverse licensure actions and adverse privileging actions are central to determining whether someone retains an active license or hospital privileges, both of which directly affect the ability to provide care. Adverse professional society membership actions, licensing authority actions, and peer review actions capture disciplinary or quality concerns identified through professional standards, regulatory processes, and internal reviews. Private organization actions extend that concern to actions taken by non-governmental bodies involved in credentialing or professional oversight. DEA actions reflect federal enforcement related to controlled substances, which can impact prescribing practices. Medicare exclusions are included because being excluded from Medicare programs severely limits a practitioner's ability to bill and participate in federal programs. Taken together, these elements represent the full scope of information the NPDB collects to inform credentialing and privileging decisions and protect patients.

8. Which term describes requirements set by forces outside the organization, such as accreditation bodies and government regulations?

- A. External criteria**
- B. Internal criteria**
- C. Operational criteria**
- D. Management criteria**

External criteria are requirements that originate outside the organization, such as accrediting bodies and government regulations. In credentialing and privileging, these external standards set the minimum safety, quality, and compliance benchmarks that must be met to obtain and maintain privileges. They drive the organization to document competencies, keep policies current, and demonstrate adherence during audits and surveys. Examples include accreditation surveys by bodies like the Joint Commission and government requirements such as licensure rules and CMS conditions of participation. Internal criteria are those created within the organization, while operational criteria relate to day-to-day processes and management criteria to governance. Since the question points to requirements imposed from outside the organization, external criteria is the best fit.

9. Three reasons for Credentialing include

- A. Regulatory compliance and patient safety are required**
- B. To increase advertising and hospital branding**
- C. Patient Safety, Risk Management Concerns, and Required by regulatory agencies**
- D. To reduce staff training**

Credentialing is about verifying that clinicians are qualified to provide care and have the appropriate privileges to practice. The three main reasons are to safeguard patients by ensuring proper qualifications and ongoing competence, to support risk management by reducing the potential for unsafe practice and standardizing care, and to meet requirements set by regulatory and accreditation bodies that govern who can practice and under what standards. Advertising or branding isn't a goal of credentialing, and reducing staff training would undermine patient safety and the purpose of verifying qualifications.

10. Which accreditation is commonly abbreviated as AAAHC?

- A. The Joint Commission**
- B. Ambulatory Care Facility (AAAHC)**
- C. URAC**
- D. NCQA Standards**

AAAHC identifies an accrediting body that specializes in ambulatory health care. The acronym stands for Accreditation Association for Ambulatory Health Care, the organization that accredits outpatient settings like clinics and ambulatory surgery centers. That focus on ambulatory care is what makes this option the best match for the abbreviation AAAHC. The other entries point to different accrediting bodies, not to the organization behind the AAAHC acronym.

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://cpcscredentialingprivileging.examzify.com>

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

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