CPMA ANALYSIS AND COMMUNICATIONS PRACTICE TEST (SAMPLE)

STUDY GUIDE

SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

Table of Contents

Copyright ... 1
Table of Contents ... 2
Introduction ... 3
How to Use This Guide ... 4
Questions ... 5
Answers ... 8
Explanations ... 10
Next Steps ... 15

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

1. Which section of the audit report contains concise summaries of findings?

A. Discussion

B. Recommendations

C. Summary of audit findings

D. Background

2. What is the primary purpose of a CIA?

A. To increase profits

B. To reduce regulatory oversight

C. To ensure ongoing compliance relative to identified issues and report annually to the OIG

D. To broaden internal audits

3. Which statement best describes the IRO?

A. It is neutral and independent

B. It is the auditee's internal audit department

C. It is selected by the OIG

D. It is a marketing firm

4. What type of insurance plans may require an auditor to identify non-standard coding and reimbursement rules?

A. Medicaid plans

B. Auto and Workers' Compensation

C. Medicare plans

D. Commercial insurance carriers

5. What is the typical purpose of staff education after a coding and billing error?

A. To ensure future coding matches policy.

B. To discipline employees.

C. To reduce overall operating costs.

D. To expand service offerings.

6. Although the report is addressed to the OIG, it is usually submitted to whom?

A. The OIG

B. The entity and the compliance officer

C. The public

D. The regulator

7. The audit report should be kept as brief as possible.

A. True

B. False

C. Not necessarily

D. It depends on the audience

8. The statement that audits may be commissioned by an external entity is...

A. They are always internal to the provider.

B. They are never connected to regulatory requirements.

C. They involve only financial audits.

D. They may be commissioned by an external entity.

9. In what order should recommendations be presented?

A. In random order

B. In the same order as Summary, Findings, and Discussion, possibly by priority

C. In alphabetical order by risk name

D. Only in an appendix

10. To whom should the audit communication be tailored?

A. The general public

B. The auditing firm's HR department

C. The local newspaper

D. The person responsible for any detected errors (coders, ancillary staff, or physicians)

Answers

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

<u>Explanations</u>

1. Which section of the audit report contains concise summaries of findings?

A. Discussion

B. Recommendations

C. Summary of audit findings

D. Background

In the audit report, the section that distills the results into a short, readable overview is the summary of audit findings. It presents the most important observations in a concise form, tying each finding to the criteria used and noting the potential impact or risk. This lets readers quickly grasp what matters without wading through detailed detail. Other sections serve different purposes: background provides setting and purpose, discussion offers deeper narrative and context for the findings, and recommendations outline actions to address issues. The summary of audit findings is specifically designed to deliver that high-level snapshot of the key issues and their significance.

2. What is the primary purpose of a CIA?

A. To increase profits

B. To reduce regulatory oversight

C. To ensure ongoing compliance relative to identified issues and report annually to the OIG

D. To broaden internal audits

The key idea here is that a CIA is about follow-through and accountability after issues are found. Its primary purpose is to ensure ongoing compliance with policies and regulations by focusing on the issues that have already been identified, making sure corrective actions are implemented, and then reporting on that progress. The annual report to the Office of Inspector General provides an independent check that those corrections are effective and that governance remains transparent. This isn't about increasing profits or dodging rules, and it isn't simply about broadening audits. It's about maintaining continuous, verifiable compliance and communicating that status to the OIG.

3. Which statement best describes the IRO?

A. It is neutral and independent

B. It is the auditee's internal audit department

C. It is selected by the OIG

D. It is a marketing firm

An Independent Review Organization is designed to provide objective, impartial assessments outside the influence of the organization being reviewed. Its independence means it operates without conflicts of interest and can report findings without management or vendor pressure, which is essential for credibility in decisions about compliance, quality, or coverage. It is not the auditee's internal audit department, since internal audits are part of the organization and not independent. It is not selected by the OIG, which would undermine neutrality, and it is not a marketing firm, whose goal is promotion rather than objective evaluation.

4. What type of insurance plans may require an auditor to identify non-standard coding and reimbursement rules?

A. Medicaid plans

B. Auto and Workers' Compensation

C. Medicare plans

D. Commercial insurance carriers

The key idea here is that some insurance plans operate with their own, non-standard coding and reimbursement rules that auditors must verify. Auto insurance and workers' compensation plans use separate fee schedules, state-specific benefits, and care guidelines that often diverge from the typical CPT/HCPCS coding and national edits used by Medicare, Medicaid, or most commercial carriers. When auditing claims from these plans, you need to identify when codes and billing practices don't align with the plan's particular rules, determine the correct allowable amounts under those rules, and catch improper billing (like unbundling or codes used outside the plan's guidelines). Because of the customized, plan-specific nature of these rules, auditors regularly focus on spotting non-standard coding and reimbursement practices in auto and workers' compensation.

5. What is the typical purpose of staff education after a coding and billing error?

A. To ensure future coding matches policy.

B. To discipline employees.

C. To reduce overall operating costs.

D. To expand service offerings.

When a coding and billing error happens, the main goal of staff education is to prevent the same mistake from happening again by reinforcing the organization's coding policies and payer guidelines. Training focuses on correct documentation, accurate coding practices, and compliant processes so future submissions are aligned with policy and more likely to be reimbursed properly. It's not about punishing employees, and while better coding can indirectly affect costs, the primary aim is accuracy and compliance, not expanding services.

6. Although the report is addressed to the OIG, it is usually submitted to whom?

A. The OIG

B. The entity and the compliance officer

C. The public

D. The regulator

When an investigation or audit is directed to the OIG, the practical flow is for the organization itself to receive the report and have the compliance officer take the lead on next steps. The reason this is the best answer is that the purpose of such a report within the organization is to inform internal leadership and the compliance function about findings, risks, and recommended corrective actions. The entity, with the compliance officer, owns the remediation process—assessing root causes, updating policies, training staff, and strengthening controls. The OIG will review the material and determine externally what actions may follow, but the internal action plan and accountability sit with the organization and its compliance leader. The public or regulators aren't the usual recipients for the internal workflow, though they may be involved later through formal disclosures or enforcement processes.

7. The audit report should be kept as brief as possible.

A. True

B. False

C. Not necessarily

D. It depends on the audience

The main idea here is that audit reports should be concise and focused, delivering the auditor's opinion and the necessary explanations without clogging the document with superfluous detail. Keeping the report as brief as possible helps readers quickly grasp the conclusion and the essential reasoning, which is the primary purpose of the communication. This brevity is achieved by using clear, precise language and eliminating redundant or irrelevant material, while still including all mandated elements and any required emphasis of matter or other disclosures. In practice, you don't skip the elements that standards require, but you present them succinctly so the report remains easily understandable. The other options imply length or tailoring the length to the audience in ways that could undermine clarity or compliance, whereas the best approach is to be concise within the boundaries of the standards.

8. The statement that audits may be commissioned by an external entity is...

A. They are always internal to the provider.

B. They are never connected to regulatory requirements.

C. They involve only financial audits.

D. They may be commissioned by an external entity.

Audits can be initiated by someone outside the organization, which brings independence and credibility to the review. External commissioning happens when regulators, accreditation bodies, clients, or other third parties hire auditors to assess compliance, quality, or performance, ensuring an objective check beyond what the organization might self-report. This is why the statement is accurate: audits may be commissioned by an external entity. Think about the alternatives with that in mind: audits aren't restricted to internal providers, so saying they are always internal is not correct. While many audits relate to regulatory requirements, they aren't exclusively tied to regulation, and they aren't limited to financial matters—the scope can include processes, safety, quality, and data integrity.

9. In what order should recommendations be presented?

A. In random order

B. In the same order as Summary, Findings, and Discussion, possibly by priority

C. In alphabetical order by risk name

D. Only in an appendix

Present recommendations in a way that mirrors the report's logical flow: tie each action to the findings and the discussion that support it, and order them by priority. When you present them in the same sequence as Summary, Findings, and Discussion, readers can follow the story from what was found to how it was interpreted, and then to what should be done, with the most urgent or impactful actions highlighted first. This alignment helps decision-makers see the direct link between evidence and recommended actions and makes it clear why certain recommendations take precedence. Randomly ordering recommendations breaks that traceable chain, making it harder to see how each action follows from specific findings. Alphabetical ordering by risk name treats actions as labels rather than outcomes grounded in the evidence, and putting recommendations only in an appendix hides important guidance from readers who need to act.

10. To whom should the audit communication be tailored?

A. The general public

B. The auditing firm's HR department

C. The local newspaper

D. The person responsible for any detected errors (coders, ancillary staff, or physicians)

Audits are most effective when the communication is aimed at the person who can act on the findings. The best recipient is the individual responsible for the detected errors—such as coders, ancillary staff, or physicians—because they are closest to the actual workflow and have the authority to implement changes. This targeted approach makes the feedback actionable, allowing them to interpret what happened, identify the root causes, and put corrective steps in place with clear timelines. Broad audiences like the general public or a local newspaper would dilute relevance and raise confidentiality issues, and an HR department isn't typically equipped to address the specific operational or clinical errors identified. Focusing the communication on the responsible party ensures clarity, accountability, and practical steps to improve quality and safety.

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://cpmaanalysiscomms.examzify.com

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