

FBLA Healthcare Administration Practice Test (Sample)

Study Guide



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Questions

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- 1. Which of the following is an essential step in the zero-based budgeting process?**
 - A. Setting fixed budgeting parameters based on last year's spending**
 - B. Identifying and ranking expenditures based on necessity**
 - C. Reviewing only high-variance budget items**
 - D. Automatically increasing budgets across departments**
- 2. What must HR ensure concerning high performance in healthcare service organizations?**
 - A. Financial profitability**
 - B. Employee satisfaction**
 - C. Compliance with regulations**
 - D. External pressure management**
- 3. Which method can enhance personal discipline in healthcare management?**
 - A. Ignore setbacks and focus on profits**
 - B. Shorten protocols without planning**
 - C. Simplify, sweep, standardize, and sustain**
 - D. Delegate responsibilities to subordinates**
- 4. Which principle is primarily aimed at promoting efficiency and eliminating waste in healthcare?**
 - A. Quality assurance**
 - B. Key LEAN principles**
 - C. Patient satisfaction**
 - D. Evidence-based practice**
- 5. What does the Pregnancy Discrimination Act emphasize?**
 - A. Increased maternity leave for employees**
 - B. Equal treatment of pregnancy as a medical condition**
 - C. Funding for prenatal care programs**
 - D. Support for postpartum mental health**

- 6. ICD-9 codes are primarily used for what purpose?**
- A. Billing purposes in healthcare**
 - B. Classifying insurance claims**
 - C. International classification of diseases**
 - D. Identifying health care providers**
- 7. What does the term 'jurisprudent' indicate?**
- A. Knowledgeable about medicine**
 - B. Knowledgeable about law**
 - C. Knowledgeable about ethics**
 - D. Knowledgeable about healthcare policies**
- 8. According to Gordon's classification, which of the following is not a form of disease prevention?**
- A. Primary Prevention**
 - B. Tertiary Prevention**
 - C. Secondary Prevention**
 - D. Quaternary Prevention**
- 9. What does the Worker Adjustment and Retraining Notification Act require?**
- A. Employers to provide health insurance**
 - B. Employers to give day-off notices**
 - C. Employers to notify of plant closings in advance**
 - D. Employers to conduct job training**
- 10. Which device reads codes found on items in grocery and retail stores?**
- A. Bar code reader**
 - B. Optical scanner**
 - C. RFID reader**
 - D. Magnetic strip reader**

Answers

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

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Explanations

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1. Which of the following is an essential step in the zero-based budgeting process?

- A. Setting fixed budgeting parameters based on last year's spending**
- B. Identifying and ranking expenditures based on necessity**
- C. Reviewing only high-variance budget items**
- D. Automatically increasing budgets across departments**

In the zero-based budgeting process, identifying and ranking expenditures based on necessity is a critical step. This budgeting approach starts from a "zero base," meaning that every expense must be justified for each new period, rather than simply carrying over previous budgets or adjusting them incrementally. By identifying and ranking expenditures, organizations ensure that resources are allocated effectively based on current needs rather than historical spending patterns. This requires a detailed analysis of each program or department, promoting efficiency and cost-effectiveness. The focus is on determining which programs are essential and should receive funding, thereby aligning financial resources with the most critical organizational goals and objectives. On the other hand, setting fixed budgeting parameters based on last year's spending is contrary to the principles of zero-based budgeting, which aims to eliminate inertia in budget practices. Similarly, reviewing only high-variance budget items does not align with the comprehensive examination required in zero-based budgeting, as it overlooks the need to justify all expenses. Finally, automatically increasing budgets across departments lacks the critical examination and justification foundational to zero-based budgeting, which seeks to evaluate each expenditure from a fresh perspective.

2. What must HR ensure concerning high performance in healthcare service organizations?

- A. Financial profitability**
- B. Employee satisfaction**
- C. Compliance with regulations**
- D. External pressure management**

High performance in healthcare service organizations requires effective management of external pressures, which can include factors such as regulatory requirements, changes in healthcare policies, and shifts in market demands. By focusing on external pressure management, HR can help healthcare organizations remain agile and responsive to the challenges they face. This involves understanding the dynamics of the industry, ensuring that the organization is prepared for changes that may arise from government policies, insurance reforms, and competitor actions, while also meeting community health needs. Addressing external pressures effectively contributes to overall performance by enabling the organization to adapt and innovate in delivering healthcare services. This focus helps maintain a competitive edge and ensures that the organization can meet the expectations and needs of patients and stakeholders, ultimately resulting in better healthcare outcomes and organizational success.

3. Which method can enhance personal discipline in healthcare management?

- A. Ignore setbacks and focus on profits**
- B. Shorten protocols without planning**
- C. Simplify, sweep, standardize, and sustain**
- D. Delegate responsibilities to subordinates**

The method that can enhance personal discipline in healthcare management is simplifying, sweeping, standardizing, and sustaining processes. This approach promotes efficiency and clarity in operations. By simplifying processes, healthcare managers can eliminate unnecessary complexities that may hinder discipline and focus. Sweeping refers to evaluating current practices to identify areas for improvement, ensuring that all tasks align with the organization's goals. Standardizing processes is essential in healthcare, as it creates consistent protocols that staff can follow, ultimately leading to reliable outcomes. By sustaining these standard practices, healthcare managers foster an environment of accountability and continuous improvement, which reinforces discipline within the team. Each component of this method works together to create a structured, disciplined approach to healthcare management that can lead to better performance and improved patient care.

4. Which principle is primarily aimed at promoting efficiency and eliminating waste in healthcare?

- A. Quality assurance**
- B. Key LEAN principles**
- C. Patient satisfaction**
- D. Evidence-based practice**

The principle that is primarily aimed at promoting efficiency and eliminating waste in healthcare is the LEAN principles. LEAN is a methodology that focuses on streamlining processes to enhance value by reducing unnecessary steps, delays, and resources, ultimately resulting in improved efficiency. In the healthcare context, applying LEAN principles helps organizations assess and reorganize their operations to deliver faster and more effective services while minimizing waste in terms of materials, time, and effort. This approach is crucial in tackling various inefficiencies that can compromise patient care and lead to higher costs. By emphasizing continuous improvement, LEAN encourages healthcare facilities to adopt a mindset of ongoing evaluation and optimization of their workflows, which can lead to a significant enhancement in the quality of care delivered to patients while maintaining operational efficiency.

5. What does the Pregnancy Discrimination Act emphasize?

- A. Increased maternity leave for employees
- B. Equal treatment of pregnancy as a medical condition**
- C. Funding for prenatal care programs
- D. Support for postpartum mental health

The Pregnancy Discrimination Act emphasizes the principle of equal treatment of pregnancy as a medical condition. This means that pregnant employees must be treated the same as other employees who are similar in their ability or inability to work. Specifically, it prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions in terms of hiring, firing, promotions, and benefits. By recognizing pregnancy as a condition that deserves the same consideration as other medical conditions, the act ensures that pregnant employees receive the necessary accommodations and protections. This approach fosters an equitable workplace environment, where maternity-related issues do not hinder career advancement or job security, aligning with broader anti-discrimination laws that protect various categories of employees. Other options, while relevant to overall maternal health and workplace policies, do not specifically capture the core intent of the Pregnancy Discrimination Act, which focuses on the equitable treatment of pregnancy-related issues in the context of employment.

6. ICD-9 codes are primarily used for what purpose?

- A. Billing purposes in healthcare
- B. Classifying insurance claims
- C. International classification of diseases**
- D. Identifying health care providers

ICD-9 codes are primarily used for the international classification of diseases, which serves several important functions in healthcare. The main objective of using the ICD (International Classification of Diseases) system is to provide a standardized method for classifying diseases and health conditions, which facilitates the collection, analysis, and comparison of health information across different populations and over time. This classification system helps health professionals and researchers to track disease incidence and prevalence, allowing for informed decisions regarding public health initiatives, resource allocation, and treatment strategies. While ICD-9 codes do have implications for billing and insurance claims, their primary purpose is in the realm of disease classification. This means that they help create a common language for healthcare providers and institutions, which is essential for effective communication within the healthcare system and for the purposes of statistical health data. The transition to newer versions, like ICD-10, continued this classification role while expanding detail and specificity, reflecting advancements in healthcare understanding and reporting.

7. What does the term 'jurisprudent' indicate?

- A. Knowledgeable about medicine**
- B. Knowledgeable about law**
- C. Knowledgeable about ethics**
- D. Knowledgeable about healthcare policies**

The term 'jurisprudent' indicates a person who is knowledgeable about law. This term is derived from the Latin word "jurisprudentia," which refers specifically to the science or philosophy of law. Jurisprudence encompasses not only the study of laws themselves but also the theoretical underpinnings and principles that guide legal systems. In the context of healthcare administration, understanding the legal framework is essential for ensuring compliance with regulations, managing risks, and upholding patients' rights. Law is a fundamental aspect of healthcare practices, affecting various operations from patient confidentiality to medical malpractice. A strong grasp of legal principles is crucial for professionals in this field, as they navigate the complex intersection of health policies, ethical considerations, and the regulatory landscape.

8. According to Gordon's classification, which of the following is not a form of disease prevention?

- A. Primary Prevention**
- B. Tertiary Prevention**
- C. Secondary Prevention**
- D. Quaternary Prevention**

In Gordon's classification of disease prevention, primary, secondary, and tertiary prevention are well-defined levels of intervention aimed at reducing the burden of disease at various stages. Primary prevention focuses on preventing the onset of disease before it occurs, such as through vaccination and health education. Secondary prevention aims at early detection and prompt treatment of disease, thus preventing it from becoming more severe. Tertiary prevention involves reducing the impact of an ongoing illness or injury that has lasting effects, aiming to improve quality of life and prolong survival. Quaternary prevention, while recognized in some health frameworks, is not typically included in traditional classifications of disease prevention. It concerns the prevention of unnecessary medical interventions. It will not fit neatly within the established categories that directly focus on the prevention of disease itself, unlike the other three levels which are geared towards keeping individuals healthy and managing existing conditions effectively. This distinction highlights why quaternary prevention does not align with Gordon's more conventional tiers of disease prevention.

9. What does the Worker Adjustment and Retraining Notification Act require?

- A. Employers to provide health insurance**
- B. Employers to give day-off notices**
- C. Employers to notify of plant closings in advance**
- D. Employers to conduct job training**

The Worker Adjustment and Retraining Notification (WARN) Act is a federal legislation that requires employers to provide advance notice to employees, and certain government entities, when there are mass layoffs or plant closings. Specifically, the act mandates that affected workers must be given at least 60 days' notice before such events occur. This requirement is put in place to give employees sufficient time to prepare for the potential loss of their jobs, seek new employment, and adjust their financial planning accordingly. The act serves to protect workers and their families while also promoting an informed response from local communities and government agencies that may need to assist affected workers with retraining and job placement services. This aspect of advance notice is crucial for maintaining transparency and accountability within large organizations, particularly those that employ a significant number of workers. In the context of the other options, they do not align with the core purpose and stipulations of the WARN Act. Providing health insurance, giving day-off notices, or conducting job training are not requirements outlined in this legislation, reinforcing that the correct choice focuses specifically on the notification aspect concerning plant closings.

10. Which device reads codes found on items in grocery and retail stores?

- A. Bar code reader**
- B. Optical scanner**
- C. RFID reader**
- D. Magnetic strip reader**

The correct choice is a bar code reader, which specifically refers to a device designed to scan and interpret bar codes on products. These bar codes consist of a series of parallel lines of varying widths that represent data, such as pricing and product information. When the bar code reader scans the code, it uses light to detect the patterns and translates them into useful information for the point-of-sale systems in retail environments. While optical scanners also deal with reading information, the term is broader and can refer to devices that capture data from various formats, not just bar codes. RFID readers, on the other hand, utilize radio frequency signals to read data from RFID tags, which is a different technology altogether and is often used for inventory tracking rather than typical retail checkout. A magnetic strip reader is used primarily for credit cards and ID cards by reading data encoded in magnetic swipes, making it unsuitable for reading bar codes found on retail items.