

Indiana Health Facility Administrators (HFA) 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. For how many months must time schedules and accurate work records be maintained?**
 - A. 6**
 - B. 12**
 - C. 24**
 - D. 36**
- 2. How deep must the closet in a resident room be at a minimum?**
 - A. 1 ft**
 - B. 2 ft**
 - C. 3 ft**
 - D. 4 ft**
- 3. What can be inferred about the frequency of fire drills in care facilities?**
 - A. They are only needed once a year.**
 - B. They must occur regularly to ensure preparedness.**
 - C. They can be done at the discretion of the staff.**
 - D. They are optional.**
- 4. How often should each resident be bathed or assisted to bathe?**
 - A. Once a week**
 - B. Twice a week**
 - C. Three times a week**
 - D. Daily**
- 5. Toilets adjacent to resident bedrooms should serve no more than how many resident rooms?**
 - A. 1 room**
 - B. 2 rooms**
 - C. 3 rooms**
 - D. 4 rooms**

- 6. What is the required number of days a dictation must be signed after completing the transcription?**
- A. 1 day**
 - B. 3 days**
 - C. 5 days**
 - D. 7 days**
- 7. Single-person rooms must measure at least how many square feet?**
- A. 80**
 - B. 90**
 - C. 100**
 - D. 110**
- 8. How many years must records for dining assistant training programs be maintained?**
- A. 1 year**
 - B. 2 years**
 - C. 3 years**
 - D. 4 years**
- 9. How many days before an admission must a recent history and physical examination from a physician be provided?**
- A. 15 days**
 - B. 30 days**
 - C. 45 days**
 - D. 60 days**
- 10. A resident must be seen by a physician at least once every how many days for the first 90 days after admission?**
- A. 15 days**
 - B. 30 days**
 - C. 45 days**
 - D. 60 days**

Answers

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

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Explanations

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1. For how many months must time schedules and accurate work records be maintained?

- A. 6
- B. 12**
- C. 24
- D. 36

Maintaining time schedules and accurate work records for a specified duration is essential for compliance and operational integrity within health facilities. In the context of Indiana regulations, these records must be kept for at least 12 months. This requirement helps ensure that there is a verifiable history of staffing and work schedules, which can be crucial during inspections or audits, particularly related to labor laws and facility operating standards. Keeping records for 12 months provides adequate time to address any disputes or concerns regarding employee work hours, overtime, and compliance with various state and federal regulations. It also supports the organization's administrative processes, allowing for effective human resources management, financial accountability, and quality assurance in service delivery within the facility.

2. How deep must the closet in a resident room be at a minimum?

- A. 1 ft
- B. 2 ft**
- C. 3 ft
- D. 4 ft

The minimum depth requirement for a closet in a resident room is established to ensure that it is functional and can adequately accommodate hanging clothes, as well as provide sufficient storage. A depth of 2 feet is ideal because it allows enough space for standard coat hangers and accommodates various clothing items without them being cramped or squeezed, which can contribute to wrinkles and damage. Furthermore, when designing resident rooms in health facilities, compliance with building codes and accessibility standards is essential. The 2-foot depth meets these requirements, ensuring that residents have comfortable access to their clothing and can easily use the closet without feeling restricted or hindered. In contrast, the other depth options do not meet the operational needs typically expected in a residential setting. A closet depth shorter than 2 feet would likely be insufficient for practical use, thereby not providing adequate space for clothing storage.

3. What can be inferred about the frequency of fire drills in care facilities?

- A. They are only needed once a year.
- B. They must occur regularly to ensure preparedness.**
- C. They can be done at the discretion of the staff.
- D. They are optional.

Fire drills in care facilities are crucial for ensuring the safety of residents, staff, and visitors. Regular drills help familiarize everyone with evacuation procedures, promote awareness of potential fire hazards, and develop a sense of urgency in case of an actual emergency. This ongoing practice is essential for preparedness because it ensures that all personnel are capable of performing their roles effectively during a crisis. In care environments, where the population may include individuals with mobility limitations or cognitive impairments, being well-prepared through frequent drills becomes even more critical. Consequently, the frequency of these drills not only meets regulatory requirements but also aligns with best practices for emergency planning and patient safety. Regular fire drills reinforce a culture of safety and preparedness, ultimately enhancing the facility's ability to respond to emergencies efficiently.

4. How often should each resident be bathed or assisted to bathe?

- A. Once a week
- B. Twice a week**
- C. Three times a week
- D. Daily

In health and long-term care settings, the frequency of bathing residents can vary based on individual needs, preferences, and care plans. The correct answer suggests that residents should be bathed or assisted to bathe twice a week, which typically aligns with best practices in maintaining hygiene while also considering the comfort and skin health of the residents. Bathing twice a week strikes a balance between ensuring cleanliness and not over-drying or irritating the skin, which can happen with more frequent bathing, especially for residents with sensitive skin or certain medical conditions. Good hygiene practices are crucial in preventing infections and promoting overall well-being in residents, particularly for those who may have limited mobility or require assistance. Individual preferences and cultural considerations should also be taken into account, ensuring that care practices respect the personal dignity and comfort of each resident. In addition to the schedule of bathing, residents should also receive skin assessments to prevent any potential skin issues, emphasizing the importance of personalized care within health facilities.

5. Toilets adjacent to resident bedrooms should serve no more than how many resident rooms?

- A. 1 room**
- B. 2 rooms**
- C. 3 rooms**
- D. 4 rooms**

Toilets adjacent to resident bedrooms are typically designed with privacy and accessibility in mind, as well as to maintain a sanitary environment. The correct response, which states that toilets should serve no more than two resident rooms, is based on guidelines aimed at ensuring that residents have adequate access to restroom facilities without compromising their comfort and privacy. This limit helps to reduce wait times for residents needing to use the facilities and mitigates the potential spread of infection by keeping the use of shared toilets to a minimum. Facilities that exceed this number might find that residents face longer wait times, which could lead to discomfort and dissatisfaction among residents, especially in a healthcare environment where timely access to necessary services is important for overall well-being. Additionally, keeping the number of rooms served by a single toilet low helps staff maintain better oversight and control over sanitation practices, ultimately resulting in a healthier living environment. Such regulations align with best practices in facility design for elderly care and rehabilitation facilities, ensuring compliance with health and safety standards.

6. What is the required number of days a dictation must be signed after completing the transcription?

- A. 1 day**
- B. 3 days**
- C. 5 days**
- D. 7 days**

The correct answer indicates that the dictation must be signed within a timeframe of 7 days after the transcription is completed. This requirement is in line with regulations meant to ensure timely and accurate documentation in healthcare settings. Timely signing of dictations is essential for maintaining medical record integrity, supporting effective communication among healthcare providers, and ensuring that patient care decisions are made based on the most current data. In practice, this 7-day window allows healthcare professionals adequate time to review the transcription for accuracy before signing, while still adhering to standards that promote efficient documentation processes. The rationale behind this timing is to minimize delays in updating patient records, which is critical for ongoing care and compliance with health regulations. Overall, the 7-day signing requirement balances the need for promptness in the medical documentation process with the recognition that reviews and approvals take time, ultimately facilitating better patient care.

7. Single-person rooms must measure at least how many square feet?

- A. 80**
- B. 90**
- C. 100**
- D. 110**

The requirement for single-person rooms in healthcare facilities to measure at least 100 square feet is based on standards set to ensure that residents have adequate space for movement, privacy, and comfort. The 100 square feet minimum provides enough room for essential furniture and medical equipment while also allowing for personal space that can positively impact a patient's overall well-being and recovery experience. This space requirement is critical in creating an environment that supports both physical and emotional health, as it can accommodate necessary amenities, including a bed, bedside table, and potentially seating for visitors or staff. Additionally, using this standard helps facilities comply with regulations focused on patient care quality and safety, ensuring that sufficient space is available for both residents and healthcare providers to safely and effectively manage care.

8. How many years must records for dining assistant training programs be maintained?

- A. 1 year**
- B. 2 years**
- C. 3 years**
- D. 4 years**

The correct answer is three years because regulations for dining assistant training programs generally require that records related to the training, including attendance and completion details, be kept on file for a minimum of three years. This retention period ensures compliance with state and federal guidelines and allows for sufficient time to verify that all training requirements have been met and documented appropriately. Maintaining records for this duration supports accountability and transparency in the training process and can be vital during inspections or audits by regulatory bodies. It helps facilities demonstrate adherence to mandated training protocols for dining assistants, thereby ensuring high standards of care within health facilities.

9. How many days before an admission must a recent history and physical examination from a physician be provided?

- A. 15 days
- B. 30 days**
- C. 45 days
- D. 60 days

In healthcare facilities, especially those undergoing regulations from organizations such as the Centers for Medicare and Medicaid Services (CMS), it is essential that a recent history and physical examination (H&P) from a physician be completed within a specified time frame before a patient's admission. The standard requirement is that this examination should be conducted no more than 30 days prior to the patient's admission. This timeframe ensures that the healthcare team has the most up-to-date information regarding the patient's medical condition, allowing for proper care planning and coordination upon their arrival. This requirement is in place to enhance the quality of care and ensure that any changes in the patient's health status are recognized and addressed promptly.

10. A resident must be seen by a physician at least once every how many days for the first 90 days after admission?

- A. 15 days
- B. 30 days**
- C. 45 days
- D. 60 days

The correct answer is that a resident must be seen by a physician at least once every 30 days for the first 90 days after admission. This requirement is established to ensure that the resident's health condition is closely monitored and managed appropriately during the crucial initial period of their stay in a health facility. Frequent physician oversight during the first 90 days allows for timely interventions, adjustments in care plans, and ensures that any changes in the resident's health status are addressed promptly. Monitoring within this timeframe is vital for enhancing the quality of care and safeguarding the resident's well-being in a health facility setting.

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://inhfa.examzify.com>

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