

# Indiana Health Facility Administrators (HFA) Practice Exam (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

- 1. Plans for projects exceeding how many cubic feet require certification by a registered architect or engineer?**
  - A. 10,000**
  - B. 20,000**
  - C. 30,000**
  - D. 40,000**
- 2. Reports of surveys must be kept available for public access for how many years?**
  - A. 1 year**
  - B. 2 years**
  - C. 3 years**
  - D. 5 years**
- 3. Respite care is limited to what maximum duration?**
  - A. 1 week**
  - B. 1 month**
  - C. 6 weeks**
  - D. 3 months**
- 4. What is the maximum number of total hours an AIT must complete during their program?**
  - A. 960 hours**
  - B. 1040 hours**
  - C. 1200 hours**
  - D. 1400 hours**
- 5. What is defined as a self-limiting condition?**
  - A. A condition requiring immediate medical intervention**
  - B. A condition that resolves without further medical intervention**
  - C. A chronic condition requiring continuous management**
  - D. A rare condition needing specialized treatment**

- 6. True or False: A staff member can use hand sanitizer after direct contact with a resident before contacting another resident.**
- A. True**
  - B. False**
  - C. Maybe**
  - D. Not applicable**
- 7. What is the required number of hours for a consultant dietician for a facility with 121-150 residents?**
- A. 5 hours**
  - B. 6 hours**
  - C. 7 hours**
  - D. 8 hours**
- 8. What is the minimum type size for a copy of resident's rights made publicly available?**
- A. 10-point**
  - B. 12-point**
  - C. 14-point**
  - D. 16-point**
- 9. 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**
- 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. C
2. B
3. B
4. B
5. B
6. B
7. C
8. B
9. B
10. B

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## **Explanations**

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**1. Plans for projects exceeding how many cubic feet require certification by a registered architect or engineer?**

- A. 10,000**
- B. 20,000**
- C. 30,000**
- D. 40,000**

The requirement for certification by a registered architect or engineer for projects that exceed a certain cubic footage is established to ensure that larger construction projects meet appropriate safety and design standards. In Indiana, this threshold is set at 30,000 cubic feet. Projects of this size often involve complex structural elements and critical systems such as electrical, plumbing, and HVAC. Having a registered professional involved in the planning and design helps mitigate risks associated with building safety and compliance with zoning regulations, building codes, and overall project feasibility. While other cubic foot thresholds are lower, they do not necessitate the same level of scrutiny and professional oversight, as they are generally considered manageable without direct supervision from an architect or engineer. By exceeding the 30,000 cubic feet threshold, projects typically become more intricate, which is why the involvement of registered professionals is mandated to ensure quality and safety throughout the project's lifecycle.

**2. Reports of surveys must be kept available for public access for how many years?**

- A. 1 year**
- B. 2 years**
- C. 3 years**
- D. 5 years**

The correct timeframe for keeping reports of surveys available for public access is two years. This requirement ensures transparency and accountability in health facilities by allowing the public to review the findings from surveys conducted by regulatory agencies. Maintaining accessibility to these reports for a specific duration helps enable informed decisions by consumers, advocates, and stakeholders regarding the quality of care and compliance of health facilities. The two-year period strikes a balance between providing sufficient time for public scrutiny while also ensuring that the information reflects relatively current operational standards and practices within the facility.

### 3. Respite care is limited to what maximum duration?

- A. 1 week
- B. 1 month**
- C. 6 weeks
- D. 3 months

Respite care is designed to provide temporary relief for primary caregivers, offering them a break while ensuring the recipient continues to receive necessary care. In the context of many health care systems, including those relevant to Indiana, respite care generally has specific guidelines regarding duration to ensure proper care and management of resources. One of the well-accepted standards across various programs is that respite care is often limited to a maximum duration of one month. This allows caregivers to recharge without significantly disrupting the ongoing care plan of the individual receiving support. Expanding the duration beyond one month may impact service availability and the transitions back to regular caregiving routines. In contrast, shorter time frames, such as one week, may not provide sufficient relief for caregivers who may deal with ongoing stresses, and durations such as six weeks or three months could lead to challenges in coordination of ongoing support and services, as they can overextend the intended purpose of respite care. Offering respite care for up to one month strikes a balance between caregiver relief and ensuring continuity of care for the individual.

### 4. What is the maximum number of total hours an AIT must complete during their program?

- A. 960 hours
- B. 1040 hours**
- C. 1200 hours
- D. 1400 hours

The Indiana Health Facility Administrators (HFA) regulations dictate that an Administrator in Training (AIT) must complete a maximum of 1,040 hours during their training program. This requirement is designed to ensure that AITs gain sufficient practical experience and knowledge necessary to manage a health facility effectively. The 1,040 hours provide a comprehensive framework for training that is reflective of the diverse responsibilities and challenges encountered in healthcare administration. Completing this specific number of hours reinforces the importance of hands-on experience in various aspects of facility management, including regulatory compliance, financial oversight, human resources, and patient care management. The structured time commitment promotes a thorough understanding of managerial skills and the operational intricacies within health facilities, preparing the AIT for licensure and effective future practice.

**5. What is defined as a self-limiting condition?**

- A. A condition requiring immediate medical intervention**
- B. A condition that resolves without further medical intervention**
- C. A chronic condition requiring continuous management**
- D. A rare condition needing specialized treatment**

A self-limiting condition is characterized by its ability to resolve on its own without the need for further medical intervention. This means that the body has the capacity to heal itself over time, and the individual typically does not require any specific treatments to support recovery. For example, common colds and mild viral infections often fall under this category, as they generally improve as the immune system combats the virus. Understanding this definition is essential for health facility administrators, as it helps in managing patient care effectively and recognizing when medical resources may not be necessary. The other options describe conditions that either require immediate action, ongoing management, or specialized treatment, but none of these align with the definition of self-limiting. Therefore, recognizing that a self-limiting condition is one that resolves naturally is crucial for effective healthcare administration.

**6. True or False: A staff member can use hand sanitizer after direct contact with a resident before contacting another resident.**

- A. True**
- B. False**
- C. Maybe**
- D. Not applicable**

The use of hand sanitizer after direct contact with a resident before contacting another resident is a critical aspect of infection control in healthcare settings. While hand sanitizer can be effective in reducing microbial presence, it is not sufficient after direct contact with bodily fluids, or if the hands are visibly soiled. In such cases, thorough handwashing with soap and water is recommended to ensure proper hygiene and minimize the risk of cross-contamination between residents. Thus, responding with "False" is accurate because hand sanitizer alone is not an adequate method for ensuring hand hygiene after direct contact with a resident. It's essential for staff to prioritize safe practices that include washing hands appropriately to protect the health and safety of all residents in a facility.

**7. What is the required number of hours for a consultant dietician for a facility with 121-150 residents?**

- A. 5 hours**
- B. 6 hours**
- C. 7 hours**
- D. 8 hours**

For facilities with a resident count between 121 to 150, the requirement for a consultant dietician is set at a minimum of 7 hours per week. This requirement is established to ensure that there is adequate nutritional assessment, meal planning, and dietary oversight to meet the diverse needs of the residents. Proper dietary management improves not just the health outcomes but also the overall quality of life for residents, particularly in long-term care environments. Regular consultations from a qualified dietician are vital for maintaining compliance with health regulations, ensuring nutritional adequacy, and addressing specific dietary needs that may arise in larger populations. The specified 7 hours reflects a commitment to the residents' health and wellbeing within this size category of health facilities.

**8. What is the minimum type size for a copy of resident's rights made publicly available?**

- A. 10-point**
- B. 12-point**
- C. 14-point**
- D. 16-point**

The minimum type size for a copy of residents' rights made publicly available is established to ensure that the information is easily readable by all residents, family members, and visitors. A 12-point type size strikes a balance between readability and space efficiency, making it accessible to a broad audience that includes individuals with varying degrees of vision. This size is commonly referenced in guidelines for public documents to enhance accessibility and ensure compliance with regulations regarding transparency in resident rights. Size choices are typically guided by readability standards that prioritize legibility, and a 12-point font is widely accepted as providing optimal clarity for most individuals. Larger sizes, such as 14-point or 16-point, may improve readability but could limit the amount of information that can be displayed on a page, which is why 12-point is mandated as the minimum.

**9. 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.

**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](mailto: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!**