

National Association of Medical Transcription & Support (NAMTS) Board 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

- 1. What are the ethical considerations in medical transcription?**
 - A. Accuracy in documentation and maintaining patient confidentiality**
 - B. Sharing patient records with colleagues freely**
 - C. Focusing solely on speed over accuracy**
 - D. Ignoring errors for efficiency**
- 2. What is the NSTM number for line/wire rope?**
 - A. 613**
 - B. 589**
 - C. 800**
 - D. 712**
- 3. What is a "dictation" in medical transcription?**
 - A. A written report by a healthcare provider**
 - B. Audio recordings made by healthcare providers**
 - C. A summary of a patient's medical history**
 - D. Transcribed notes from a medical meeting**
- 4. During a no load test, what is typically the procedure after taking measurements?**
 - A. Record the measurements and repeat the test**
 - B. Stop all operations immediately**
 - C. Adjust the weight of the load**
 - D. Inspect the equipment thoroughly**
- 5. Why is it important to know the specific terminology used in different medical specialties?**
 - A. It is not essential for transcribing**
 - B. Only to impress peers**
 - C. For accurate transcription of dictations specific to those fields**
 - D. To make conversations easier with healthcare professionals**

- 6. What is the main use of voice recognition technology in medical transcription?**
- A. To transcribe handwritten reports**
 - B. To convert spoken words into digital text**
 - C. To edit documents for grammar**
 - D. To track patient visits**
- 7. What is the NSTM for small boats?**
- A. 511**
 - B. 583**
 - C. 600**
 - D. 571**
- 8. Which of the following best describes the role of a medical transcriptionist?**
- A. To manage healthcare IT systems**
 - B. To transcribe audio recordings into written documentation**
 - C. To perform clinical procedures**
 - D. To oversee patient admissions**
- 9. When blocking off an area for a rig job, what is this known as?**
- A. Safety zone**
 - B. Rigging envelope**
 - C. Isolation area**
 - D. Work area**
- 10. What is the main focus of maintaining accurate terminology during a trial?**
- A. To streamline the marketing research phase**
 - B. To enhance participant satisfaction rates**
 - C. To ensure regulatory compliance and data integrity**
 - D. To reduce administrative workload**

Answers

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

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Explanations

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1. What are the ethical considerations in medical transcription?

- A. Accuracy in documentation and maintaining patient confidentiality**
- B. Sharing patient records with colleagues freely**
- C. Focusing solely on speed over accuracy**
- D. Ignoring errors for efficiency**

In the field of medical transcription, ethical considerations are paramount, particularly regarding accuracy in documentation and maintaining patient confidentiality. Medical transcriptionists are responsible for accurately transcribing medical dictations into written format, which directly impacts patient care and medical records. Accurate documentation ensures that healthcare providers have reliable information to make informed decisions about patient treatment, thereby improving overall patient outcomes. Maintaining patient confidentiality is also crucial in this profession, as medical transcriptionists handle sensitive patient information. Adhering to laws and regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) in the United States, protects patient privacy and helps build trust in the healthcare system. Any breach of confidentiality can lead to severe legal and ethical consequences for both the transcriptionist and the healthcare facility. In contrast, sharing patient records without proper authorization, focusing solely on speed at the expense of accuracy, or ignoring errors for efficiency compromise the integrity of the medical records and violate ethical standards. Such practices can jeopardize patient safety and violate legal statutes designed to protect sensitive health information.

2. What is the NSTM number for line/wire rope?

- A. 613**
- B. 589**
- C. 800**
- D. 712**

The NSTM (Naval Ship's Technical Manual) number for line/wire rope is identified as 613. This designation is specifically assigned within the manual to cover the details regarding the specifications, usage, maintenance, and safety aspects related to line and wire rope. Understanding this classification is important for anyone involved in naval operations or maintenance, as it reflects the standardized practices and regulatory requirements associated with this type of equipment. The other options do not pertain to line or wire rope. Each NSTM number is tied to different equipment or processes. For example, NSTM 589 deals with fluid systems, while 800 refers to maintenance and reliability information, and 712 covers power tools. Thus, recognizing the correct NSTM number ensures that individuals can access the precise guidelines and standards necessary for handling line/wire rope in a naval context.

3. What is a "dictation" in medical transcription?

- A. A written report by a healthcare provider
- B. Audio recordings made by healthcare providers**
- C. A summary of a patient's medical history
- D. Transcribed notes from a medical meeting

In medical transcription, "dictation" specifically refers to audio recordings made by healthcare providers. This process involves healthcare professionals speaking their notes, observations, or instructions regarding patient care into a recording device. These audio files are then used by medical transcriptionists to create written documentation, ensuring that the healthcare provider's thoughts are accurately captured and subsequently transcribed into formal medical records. This terminology distinguishes dictation from other written forms of documentation, such as reports or summaries. Unlike a written report, which may be a finalized document prepared for medical records, dictation is fundamentally an audio file that requires further processing. Additionally, a patient's medical history summary represents a compilation of existing information rather than an initial spoken record, while transcribed notes from medical meetings do not typically reflect individual patient interactions or care details. In essence, dictation is essential in capturing the spoken narrative of healthcare providers for accurate transcription and record-keeping purposes.

4. During a no load test, what is typically the procedure after taking measurements?

- A. Record the measurements and repeat the test**
- B. Stop all operations immediately
- C. Adjust the weight of the load
- D. Inspect the equipment thoroughly

After taking measurements during a no load test, the appropriate procedure is to record the measurements and repeat the test. This step is crucial for validating the accuracy and reliability of the readings obtained. By recording the measurements, you create a permanent record that can be analyzed for any discrepancies or anomalies. Additionally, repeating the test helps ensure consistency in results and allows for comparisons to be made if adjustments or changes are later implemented. The act of recording and repeating the test is a fundamental practice in testing protocols, as it helps in identifying trends and potential issues in the equipment or setup being tested. This thorough approach is vital for maintaining the integrity of the testing process and for making informed decisions based on the data collected.

5. Why is it important to know the specific terminology used in different medical specialties?

A. It is not essential for transcribing

B. Only to impress peers

C. For accurate transcription of dictations specific to those fields

D. To make conversations easier with healthcare professionals

Knowing the specific terminology used in different medical specialties is crucial for accurate transcription of dictations specific to those fields. Each medical specialty has its own set of vocabularies, abbreviations, and jargon that professionals use to communicate effectively. When transcribing, using the correct terms ensures that the meaning of the dictation is preserved and that the information conveyed is precise. This accuracy is especially important in healthcare, where misinterpretations can lead to serious implications for patient care and treatment. Additionally, familiarity with specialty-specific terminology helps transcriptionists not only in producing error-free documents but also in understanding the context and nuances of the dictation. This proficiency reflects a higher level of professionalism and reliability in medical transcription, fostering trust between healthcare providers and their transcription support teams.

6. What is the main use of voice recognition technology in medical transcription?

A. To transcribe handwritten reports

B. To convert spoken words into digital text

C. To edit documents for grammar

D. To track patient visits

Voice recognition technology in medical transcription primarily focuses on converting spoken words into digital text. This technology enables transcriptionists to create accurate medical documents by recognizing and accurately transcribing dictations made by healthcare professionals. It significantly enhances efficiency, as it allows for faster documentation compared to traditional manual transcription methods. By utilizing sophisticated algorithms and machine learning, voice recognition systems can interpret and transcribe speech in real-time, capturing medical terminology and complex phrases that are often used in clinical settings. This leads to streamlined workflows, reduced turnaround times for documentation, and the potential for improved accuracy in capturing patient information and clinical notes. While other choices present tasks relevant to medical documentation, they do not align with the core functionality of voice recognition technology. Handwritten reports require different forms of processing, such as optical character recognition, editing documents focuses on text refinement rather than initial transcription, and tracking patient visits pertains to patient management systems rather than transcription processes.

7. What is the NSTM for small boats?

- A. 511
- B. 583**
- C. 600
- D. 571

The correct answer, 583, refers to the Navigational Standards and Technical Manual (NSTM) that specifically addresses the operational safety and navigational practices for small boats. This NSTM provides guidelines, technical specifications, and best practices that ensure the safe and efficient operation of small craft. It covers aspects such as maintenance, seamanship, safety, navigation rules, and other essential operational procedures for small boats. Understanding the importance of this manual is crucial for anyone working with small vessels, as it serves as a foundational resource to maintain compliance with regulations and standards set forth for maritime operations. The other options represent different NSTM documents that pertain to various categories or types of vessels, which is why they do not apply in this context of small boats.

8. Which of the following best describes the role of a medical transcriptionist?

- A. To manage healthcare IT systems
- B. To transcribe audio recordings into written documentation**
- C. To perform clinical procedures
- D. To oversee patient admissions

The role of a medical transcriptionist is primarily focused on transcribing audio recordings into written documentation. This involves listening to recordings made by healthcare providers—such as doctors and nurses—who dictate patient notes, consultation reports, and other medical documents. The transcriptionist's responsibility is to convert these spoken words into accurate and coherent written records that are essential for maintaining patient health information, ensuring compliance with legal requirements, and facilitating effective communication within healthcare settings. This function is crucial in the healthcare industry as it supports the production of clear and comprehensive medical records, which are necessary for continuity of care, billing purposes, and legal documentation. The accuracy and attention to detail in transcription directly impact patient safety and the quality of care provided.

9. When blocking off an area for a rig job, what is this known as?

A. Safety zone

B. Rigging envelope

C. Isolation area

D. Work area

The term "rigging envelope" refers to the designated space around a rigging operation where the movement and operation of equipment must be carefully monitored to ensure safety. It encompasses the area where the points of lift occur and identifies the height and radius needed for the equipment to operate without interfering with people, property, or other equipment. By establishing a rigging envelope, safety protocols can be adhered to, preventing accidents and ensuring that all personnel are kept at a safe distance from potential hazards during the lifting process. In a rigging context, the other options do not specifically denote the area that is defined for rigging operations. A safety zone may refer more broadly to an area designated for safety, but it doesn't specifically capture the operational parameters of rigging. An isolation area might imply a space kept clear for safety reasons but doesn't encapsulate the operational dimensions and considerations inherent to rigging activities. Similarly, a work area is a more general term that may apply to various tasks and does not specifically pertain to the unique requirements and protocols of rigging operations.

10. What is the main focus of maintaining accurate terminology during a trial?

A. To streamline the marketing research phase

B. To enhance participant satisfaction rates

C. To ensure regulatory compliance and data integrity

D. To reduce administrative workload

Maintaining accurate terminology during a trial is primarily focused on ensuring regulatory compliance and data integrity. Accurate terminology is crucial because it supports the clarity and consistency of the information being gathered and reported. Misinterpretations or discrepancies in terminology can lead to regulatory issues, as regulatory bodies require precise reporting of trial data. Furthermore, this accuracy aids in the integrity of the study findings, ensuring that conclusions drawn from the trial are based on reliable and valid data. This is particularly important in clinical trials, where the outcomes can impact patient safety, treatment efficacy, and overall healthcare practices. The other choices do not directly address the primary reason for maintaining accurate terminology. While streamlining the marketing research phase and enhancing participant satisfaction are important, they are secondary to the fundamental need for compliance and integrity in the trial process. Similarly, while reducing administrative workload could be seen as beneficial, it does not reflect the essential need for accuracy that safeguards the trial's legitimacy and adherence to necessary guidelines.

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://namtsboard.examzify.com>

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