

NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA) OFFICIAL PRACTICE TEST (SAMPLE) STUDY GUIDE



Prepare with structure. Pass with confidence



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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

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- 1. What is the nature of a "letter of intent"?**
 - A. A legally binding contract that requires signatures
 - B. A document expressing the preliminary intentions of the parties involved
 - C. A refusal of service from a contractor
 - D. A notice of clause amendments
- 2. Each prescription for a controlled substance requires what type of registration number?**
 - A. State registration number
 - B. DEA registration number
 - C. Medicare number
 - D. Insurance registration number
- 3. Which condition is characterized by the need to go to the bathroom frequently due to liquid stools?**
 - A. Fecal impaction
 - B. Diarrhea
 - C. Constipation
 - D. Hernia
- 4. The Internal Revenue Service issues a federal tax identification number for what purpose?**
 - A. For billing patients
 - B. For income tax purposes
 - C. For insurance verification
 - D. For state compliance
- 5. What is the abbreviation for as needed?**
 - A. STAT
 - B. PRN
 - C. PO
 - D. NPO

6. If a physician orders 50mg of Demerol with a concentration of 100mg/ml, how many cc's will be injected?
- A. 1 cc
 - B. 0.5 cc
 - C. 2 cc
 - D. 5 cc
7. In the context of health insurance, what does 'benefit' refer to?
- A. A service provided by the insurance
 - B. The total amount billed
 - C. Any payment the patient makes
 - D. The amount covered by Medicare
8. What is it called when there is no variation of R-R intervals in an ECG reading?
- A. Regular
 - B. Absolutely regular
 - C. Irregular
 - D. Consistent
9. What does "consideration" refer to in a contract?
- A. The legal ability to enter a contract
 - B. The mutual exchange of value or benefits between parties
 - C. The duration for which a contract is valid
 - D. The optional terms included in a contract
10. What federal regulation mandates the protection of patient health information privacy?
- A. HIPAA
 - B. ADA
 - C. FERPA
 - D. SOX

Answers

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

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Explanations

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1. What is the nature of a "letter of intent"?

- A. A legally binding contract that requires signatures
- B. A document expressing the preliminary intentions of the parties involved**
- C. A refusal of service from a contractor
- D. A notice of clause amendments

A letter of intent serves as a document that outlines the preliminary intentions of the parties involved in a potential agreement or contract. It typically establishes a mutual understanding of the main points that were discussed or agreed upon prior to formalizing the final contract. This type of document can be particularly useful in negotiations, as it helps to clarify the basic terms and expectations without creating a binding obligation. In many cases, letters of intent can lead the way for further negotiations and the drafting of a more detailed contract. They may include aspects such as timelines, objectives, or responsibilities, but they do not typically contain the comprehensive terms and conditions found in a formal contract. Therefore, while they indicate a commitment to a desired outcome, they usually lack the binding legal force of a full contract unless specifically stated otherwise. The incorrect choices suggest different functions that do not accurately represent the primary purpose of a letter of intent. For example, a legally binding contract requires signatures and encompasses definitive terms, which goes beyond the intent of a letter of intent. Meanwhile, a refusal of service from a contractor does not relate to the concept of a letter of intent, nor does a notice of clause amendments, which focuses on changes to existing agreements rather than preliminary intentions.

2. Each prescription for a controlled substance requires what type of registration number?

- A. State registration number
- B. DEA registration number**
- C. Medicare number
- D. Insurance registration number

The registration number required for each prescription for a controlled substance is the DEA registration number. This is mandated by the Drug Enforcement Administration (DEA), which regulates the prescription and distribution of controlled substances in the United States. The DEA registration number is unique to each prescriber and is used to ensure that the prescriber is authorized to dispense controlled substances. This number must be included on all prescriptions for controlled substances to establish legality and to allow for tracking and monitoring by regulatory bodies. It holds vital importance in preventing drug abuse and ensuring compliance with federal laws. In contrast, other options like the state registration number pertains to state licensing requirements and does not have the specific authority related to controlled substances that the DEA number does. Medicare numbers are used for billing and eligibility verification within the Medicare program, and insurance registration numbers are for insurance claims processing. Neither of these options is specific to the authorization to prescribe controlled substances.

3. Which condition is characterized by the need to go to the bathroom frequently due to liquid stools?

- A. Fecal impaction
- B. Diarrhea**
- C. Constipation
- D. Hernia

The correct answer, diarrhea, is characterized by the frequent need to go to the bathroom accompanied by liquid stools. This condition arises when the intestines do not absorb enough water from the food being processed in the digestive system, resulting in loose and watery stool. Diarrhea can be caused by various factors, including infections, certain medications, or dietary changes, and it often leads to an increased urgency to use the bathroom due to the rapid transit of waste through the digestive tract. In contrast, fecal impaction is a condition where stool becomes hard and difficult to pass, leading to constipation rather than frequent bathroom visits. Constipation itself involves infrequent bowel movements or difficulty passing stool. A hernia refers to a condition where an organ pushes through an opening in the muscle or tissue that holds it in place, which is unrelated to the urgency for bathroom use or the characteristics of stool consistency. Therefore, diarrhea is identified as the condition that aligns with the symptoms described in the question.

4. The Internal Revenue Service issues a federal tax identification number for what purpose?

- A. For billing patients
- B. For income tax purposes**
- C. For insurance verification
- D. For state compliance

The correct answer is tied directly to the primary function of the federal tax identification number, also known as the Employer Identification Number (EIN). This number is issued by the Internal Revenue Service (IRS) and is primarily used for income tax purposes. It allows the IRS to identify and track tax obligations for businesses and other entities. The EIN is crucial for various tax-related activities, including filing tax returns, reporting employee wages, and making tax payments. In other contexts, while billing patients, insurance verification, or state compliance might require a tax identification number, these are not the primary purposes for which the IRS issues it. The focus of the EIN is closely aligned with federal tax obligations, making it an essential part of operating a business legally within the scope of federal tax regulations.

5. What is the abbreviation for as needed?

- A. STAT
- B. PRN**
- C. PO
- D. NPO

The abbreviation "PRN" stands for the Latin phrase "pro re nata," which translates to "as needed." This term is commonly used in medical and healthcare contexts to indicate that a treatment or medication should be administered only when required, rather than on a regular schedule. The flexibility implied by "as needed" allows for tailored patient care, ensuring that interventions are provided in response to individual circumstances or specific needs at any given moment. The other abbreviations listed mean different things; for example, "STAT" refers to something that needs to be done immediately, "PO" stands for "per os," meaning by mouth, and "NPO" means "nil per os," indicating that the patient should not take anything by mouth. Each of these terms serves distinct purposes, further solidifying that "PRN" is specifically associated with the concept of providing care or medication on an as-needed basis.

6. If a physician orders 50mg of Demerol with a concentration of 100mg/ml, how many cc's will be injected?

- A. 1 cc
- B. 0.5 cc**
- C. 2 cc
- D. 5 cc

To determine how many cc's (cubic centimeters) need to be injected based on the provided order, you start with the concentration of the medication and the required dosage. The physician has ordered 50 mg of Demerol, which has a concentration of 100 mg/ml. This means that for every 1 ml (or cc) of solution, there are 100 mg of Demerol present. To find the volume (in cc's) that contains 50 mg, you can use the following relationship: 1. First, set up the calculation to convert the desired dose (50 mg) into ml. This can be done using the formula: $\text{Volume (ml)} = \text{Desired Dose (mg)} / \text{Concentration (mg/ml)}$ 2. Substituting the values from the problem: $\text{Volume (ml)} = 50 \text{ mg} / 100 \text{ mg/ml} = 0.5 \text{ ml (or cc)}$ This calculation shows that to administer 50 mg of Demerol, you will inject 0.5 cc of the solution. Therefore, the correct answer accurately reflects the amount of medication that should be administered based on the concentration provided.

7. In the context of health insurance, what does 'benefit' refer to?

- A. A service provided by the insurance**
- B. The total amount billed
- C. Any payment the patient makes
- D. The amount covered by Medicare

In the context of health insurance, 'benefit' specifically refers to the services that are provided by the insurance policy to the insured individuals. This can include a wide range of healthcare services such as hospital stays, surgical procedures, preventive care, and prescription medications that the insurance plan agrees to cover for the policyholders. For instance, when a policy outlines that it covers a certain percentage of hospital services, that percentage represents the benefits provided by the health insurance. This structured coverage is designed to alleviate some of the financial burden on patients, allowing them access to necessary healthcare services without incurring the full cost. The other choices represent different aspects of health insurance but do not define 'benefit.' The total amount billed refers to the charges a healthcare provider invoices for services rendered, while any payment the patient makes speaks to out-of-pocket expenses rather than benefits. The amount covered by Medicare is a specific instance of benefits within a government program, rather than a general definition applicable to all health insurance plans. Therefore, the answer that best captures the essence of 'benefit' in health insurance is the service provided by the insurance.

8. What is it called when there is no variation of R-R intervals in an ECG reading?

- A. Regular
- B. Absolutely regular**
- C. Irregular
- D. Consistent

The term that best describes a situation where there is no variation of R-R intervals in an ECG reading is "absolutely regular." This indicates a scenario where the intervals between heartbeats remain constant, reflecting a uniform rhythm in the electrical activity of the heart. This consistency in R-R intervals suggests that the heart is beating in a steady and predictable manner, which is crucial for assessing the heart's health and rhythm. In contrast, the other terms do not convey the same specific meaning. For example, while "regular" could imply a consistent rhythm, it does not explicitly indicate the lack of any variations. "Irregular" clearly denotes variability in the intervals, which is the opposite of what is being described. The term "consistent" could suggest steadiness in some contexts but lacks the precision to define the exact nature of R-R intervals being discussed. Thus, "absolutely regular" sharply captures the absence of variation in R-R intervals, making it the most accurate choice.

9. What does "consideration" refer to in a contract?

- A. The legal ability to enter a contract
- B. The mutual exchange of value or benefits between parties**
- C. The duration for which a contract is valid
- D. The optional terms included in a contract

In contract law, "consideration" refers to the mutual exchange of value or benefits between the parties involved in a contract. This concept is fundamental because, for a contract to be legally binding, both parties must offer something of value to the other. This could be in the form of money, goods, services, or even the promise to refrain from an action. Consideration is what distinguishes a contract from a mere promise; it ensures that there is a reciprocal relationship where each party is providing something in return for what they receive. For instance, if one party offers a service, the other party must compensate them with payment or another agreed-upon benefit. Understanding consideration is crucial as it is one of the essential elements required for a valid contract, alongside offer, acceptance, and intention to create legal relations. The other options either relate to different contract principles or do not pertain directly to the core concept of consideration.

10. What federal regulation mandates the protection of patient health information privacy?

- A. HIPAA**
- B. ADA
- C. FERPA
- D. SOX

The correct choice is based on the Health Insurance Portability and Accountability Act (HIPAA), which establishes regulations to protect patient health information and ensure privacy in healthcare settings. HIPAA is specifically designed to safeguard medical records and other personal health information, regulating how healthcare providers, health plans, and other entities handle this sensitive data. This regulation is vital in maintaining the confidentiality and security of health information, thus giving patients more control over their personal data. It applies to a wide range of health-related entities and outlines specific requirements for safeguarding information against unauthorized access or disclosure. The other regulations listed serve different purposes: the Americans with Disabilities Act (ADA) focuses on prohibiting discrimination based on disability; the Family Educational Rights and Privacy Act (FERPA) pertains to the protection of student education records; and the Sarbanes-Oxley Act (SOX) mainly addresses corporate governance and accountability in financial reporting. Therefore, these options do not relate to patient health information privacy in the way that HIPAA does.

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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://ncmaofficial.examzify.com>

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

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