

Registered Health Information Administrator (RHIA) Domain 5 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

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- 1. How can healthcare organizations effectively reduce resistance to change during transitions?**
 - A. Communicate openly with employees about all aspects of the change**
 - B. Remain silent about the change until it is ready to be implemented**
 - C. Communicate the change with high-level leaders only**
 - D. Inform employees that change is happening without explanation**

- 2. What is critical for maintaining the confidentiality of patient records?**
 - A. Implementing strong data encryption methods**
 - B. Allowing unrestricted access to all staff**
 - C. Relying on verbal communication**
 - D. Storing physical records only**

- 3. Which financial statement summarizes a healthcare entity's revenue and expenses over a period of time?**
 - A. Balance sheet**
 - B. Statement of cash flows**
 - C. Statement of retained earnings**
 - D. Income statement**

- 4. What is the primary use of employee performance standards?**
 - A. To communicate performance expectations**
 - B. To assign daily work**
 - C. To describe the elements of a job**
 - D. To prepare a job advertisement**

- 5. Why would a hospital require managers to track employee absenteeism?**
 - A. Reports of absences are needed for employee satisfaction surveys**
 - B. Reports of absences are tabulated and examined for a possible HAI connection**
 - C. Administration is concerned about the hospital's image**
 - D. Administration is micromanaging clinical services**

- 6. Which solution is effective for addressing staff recruitment issues for coding and transcription?**
- A. Delegation**
 - B. Job distribution**
 - C. Overtime**
 - D. Telecommuting**
- 7. The time required to recoup the cost of an investment is called the:**
- A. Accounting rate of return**
 - B. Budget cycle**
 - C. Payback period**
 - D. Depreciation**
- 8. The coding service at Medical Center Hospital is an example of which type of work division?**
- A. Parallel**
 - B. Unit**
 - C. Serial**
 - D. Serial unit**
- 9. What work arrangement allows employees to set their own hours while being accessible during specific core hours?**
- A. Telecommuting**
 - B. Compressed workweek**
 - C. Flextime**
 - D. Outsourcing**
- 10. What challenges might a health information manager face with electronic records?**
- A. Data security, user training, and system interoperability**
 - B. Lack of funding for IT infrastructure**
 - C. Insufficient patient health literacy**
 - D. Overregulation by health authorities**

Answers

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

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Explanations

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1. How can healthcare organizations effectively reduce resistance to change during transitions?

- A. Communicate openly with employees about all aspects of the change**
- B. Remain silent about the change until it is ready to be implemented**
- C. Communicate the change with high-level leaders only**
- D. Inform employees that change is happening without explanation**

Open communication with employees about all aspects of the change is crucial in reducing resistance during transitions in healthcare organizations. When organizations actively share information regarding what changes are occurring, the reasons behind those changes, and how they will impact staff and patients, they foster an environment of trust and transparency. This approach not only helps to alleviate uncertainties and fears that employees may have surrounding the change but also actively engages them in the process. Employees who feel informed and involved are more likely to support the transition, as they understand the rationale behind it and how it aligns with organizational goals. Involving employees in discussions about change can also provide valuable feedback and insights, making them feel valued and part of the solution. When employees are kept in the loop, it empowers them to ask questions and express any concerns, which can be addressed proactively, further reducing resistance and improving morale. By prioritizing open dialogue, healthcare organizations can create a culture that embraces change rather than fights against it.

2. What is critical for maintaining the confidentiality of patient records?

- A. Implementing strong data encryption methods**
- B. Allowing unrestricted access to all staff**
- C. Relying on verbal communication**
- D. Storing physical records only**

Implementing strong data encryption methods is essential for maintaining the confidentiality of patient records because it ensures that sensitive information is securely encoded, making it unreadable to unauthorized users. This layer of security is critical in protecting electronic health information from cyber threats, data breaches, and unauthorized access. Encryption safeguards data both during transmission and while stored, which is particularly important given the increasing reliance on digital records in healthcare settings. In contrast, unrestricted access to all staff compromises confidentiality, as it increases the risk of exposure to sensitive patient information. Relying solely on verbal communication lacks security measures that would protect patient data from being overheard or miscommunicated. Additionally, storing physical records only does not inherently provide adequate confidentiality, as these records can be easily accessed without the appropriate safeguards in place. Thus, strong data encryption methods are a fundamental practice for protecting patient records in today's digital environment.

3. Which financial statement summarizes a healthcare entity's revenue and expenses over a period of time?

- A. Balance sheet**
- B. Statement of cash flows**
- C. Statement of retained earnings**
- D. Income statement**

The income statement is the financial statement that summarizes a healthcare entity's revenue and expenses over a specific period of time, typically a fiscal quarter or year. This statement captures the performance of the organization by presenting how much money was earned (revenue) versus how much was spent (expenses) during that timeframe. It provides valuable insights into the financial health of the entity, indicating whether it has made a profit or incurred a loss. For healthcare organizations, this is particularly crucial, as it helps stakeholders assess operational efficiency and profitability, which are key for sustainability and growth in the healthcare sector. In contrast, the balance sheet presents a snapshot of the organization's financial position at a single point in time, detailing its assets, liabilities, and equity. The statement of cash flows outlines the inflows and outflows of cash over a period but does not summarize revenues and expenses directly. The statement of retained earnings tracks changes in equity and is influenced by the income statement but does not directly summarize revenues and expenses itself. Thus, the income statement is specifically tailored for the purpose of summarizing financial performance over a set timeframe, making it the correct choice.

4. What is the primary use of employee performance standards?

- A. To communicate performance expectations**
- B. To assign daily work**
- C. To describe the elements of a job**
- D. To prepare a job advertisement**

The primary use of employee performance standards is to communicate performance expectations. These standards provide a clear framework for employees, detailing what is expected of them in terms of job performance, behavior, and outcomes. By outlining specific criteria for success, performance standards ensure that all employees understand their roles and what they need to achieve. This clarity helps facilitate effective performance evaluations, training, and development efforts. When employees know what is expected of them, they are better positioned to meet those expectations and contribute effectively to their organization's goals. The other options, while related to aspects of employee management, do not accurately reflect the primary function of performance standards. Assigning daily work is more of a managerial task that involves organizing and delegating responsibilities rather than establishing expectations. Describing the elements of a job relates to job descriptions rather than performance standards. Preparing a job advertisement concerns recruitment efforts, which is separate from how employees are evaluated and held accountable in their roles.

5. Why would a hospital require managers to track employee absenteeism?

- A. Reports of absences are needed for employee satisfaction surveys**
- B. Reports of absences are tabulated and examined for a possible HAI connection**
- C. Administration is concerned about the hospital's image**
- D. Administration is micromanaging clinical services**

Tracking employee absenteeism in a hospital setting is crucial for various reasons, with one significant aspect being the potential connection to healthcare-associated infections (HAIs). High levels of absenteeism among staff can indicate underlying issues, such as increased stress, burnout, or inadequate staffing, which may contribute to a higher risk of infections spreading within the facility. When managers analyze absenteeism trends, they can identify patterns that may warrant further investigation into how workforce health impacts patient care and safety. By focusing on absenteeism as it relates to HAIs, the hospital can proactively address issues that may compromise patient outcomes, thus ensuring a safer environment for both patients and staff. The connection between staff attendance and patient care quality is essential, as maintaining optimal staffing levels is pivotal for effective patient management and infection control measures. Recognizing this relationship allows for timely interventions and resource allocation to mitigate risks associated with absenteeism. Therefore, the practice of tracking absences informs strategies to enhance both employee well-being and patient safety in the healthcare setting.

6. Which solution is effective for addressing staff recruitment issues for coding and transcription?

- A. Delegation**
- B. Job distribution**
- C. Overtime**
- D. Telecommuting**

Telecommuting is an effective solution for addressing staff recruitment issues for coding and transcription because it expands the talent pool beyond geographical limitations. By allowing employees to work remotely, organizations can attract skilled professionals who may not be able to relocate or commute to a physical workplace. This flexibility can be particularly appealing to individuals seeking work-life balance or those with other commitments, making the positions more attractive and increasing the likelihood of recruitment success. Additionally, telecommuting can lead to higher job satisfaction and employee retention, which are crucial factors in managing staffing challenges in specialized areas like coding and transcription. This approach often enhances productivity as well, as employees may feel more comfortable and less stressed in their home environment. The other options, while relevant to staffing considerations, do not directly address the recruitment issue as effectively. For example, delegation involves redistributing current work among existing staff rather than attracting new talent, job distribution focuses on the workflow among current employees, and overtime can help meet immediate needs but may lead to burnout among staff without solving the underlying recruitment problem.

7. The time required to recoup the cost of an investment is called the:

- A. Accounting rate of return**
- B. Budget cycle**
- C. Payback period**
- D. Depreciation**

The concept of the payback period refers to the duration required for an investment to generate enough cash flow to recover the initial outlay of the investment. It is a crucial metric in capital budgeting, as it helps assess the risk associated with an investment — the shorter the payback period, the quicker the company can recover its costs. In practical terms, calculating the payback period involves analyzing projected cash inflows until they equal the initial investment. This method provides valuable insights for decision-makers about liquidity and investment efficiency, ensuring that funds are allocated to projects that can return the investment quickly. Other choices pertain to different financial concepts: the accounting rate of return measures the return expected based on the net income rather than cash flows; the budget cycle refers to the duration and process of creating and managing budgets; while depreciation pertains to the allocation of the cost of an asset over its useful life, not the time frame for recovering investment costs. Therefore, the definition and functionality of the payback period align perfectly with the question posed.

8. The coding service at Medical Center Hospital is an example of which type of work division?

- A. Parallel**
- B. Unit**
- C. Serial**
- D. Serial unit**

The coding service at Medical Center Hospital represents a serial work division because it involves a step-by-step process where each task must be completed before moving on to the next one. In a serial work division, tasks are dependent on the completion of previous tasks, indicating a linear progression in workflow. In the context of health care coding, this means that the initial steps—such as reviewing medical records and abstracting pertinent information—must be completed before coders can assign the appropriate codes. Each coder typically receives a specific record, and only after one record is fully coded can they move on to the next. This sequential nature of the workflow distinguishes it from parallel divisions, where multiple tasks can occur simultaneously, or from unit divisions, which may not have the same dependence on sequential task completion. Understanding this structure is crucial in efficiently managing workloads and ensuring accuracy in coding, ultimately impacting data quality and health information management practices.

9. What work arrangement allows employees to set their own hours while being accessible during specific core hours?

- A. Telecommuting**
- B. Compressed workweek**
- C. Flextime**
- D. Outsourcing**

Flextime is a work arrangement that provides employees with the flexibility to choose their own working hours around a set of predetermined core hours. This arrangement typically allows employees to start and finish their work within a range of hours, as long as they are available during specific times that are essential for collaboration or communications with colleagues and management. This flexibility can enhance job satisfaction and productivity, as employees can tailor their working hours to better fit their personal lives and peak productivity times. For example, one employee might prefer to start early in the morning and finish in the early afternoon, while another might choose a later start and end time, as long as both are present during the core hours. In contrast, telecommuting generally refers to employees working from a location outside of the traditional office, which does not inherently define specific hours of work. A compressed workweek allows employees to work their total hours within fewer days, but it does not provide the same daily flexibility around start and end times that flextime offers. Outsourcing pertains to delegating work to external parties and is unrelated to employee scheduling practices.

10. What challenges might a health information manager face with electronic records?

- A. Data security, user training, and system interoperability**
- B. Lack of funding for IT infrastructure**
- C. Insufficient patient health literacy**
- D. Overregulation by health authorities**

The challenges faced by a health information manager with electronic records are primarily centered around data security, user training, and system interoperability. Data security is a critical challenge because health information managers must ensure that sensitive patient data is protected from breaches and unauthorized access. With the increase in cyber threats, establishing robust security protocols and maintaining compliance with regulations, such as HIPAA, is essential. User training is another significant challenge. Electronic health record (EHR) systems can be complex and require adequate training for healthcare staff to use them effectively. If users are not properly trained, it can lead to errors in data entry, which could compromise patient care and access to accurate information. System interoperability is also crucial. Health information managers often work with multiple electronic health record systems that need to communicate seamlessly. When systems do not integrate well, it can lead to information silos, hindering the sharing of patient data across different healthcare entities and disrupting continuity of care. In contrast, while lack of funding for IT infrastructure, insufficient patient health literacy, and overregulation by health authorities are important issues within healthcare, they do not specifically target the operational challenges that health information managers directly encounter with electronic records. These factors may affect the overall healthcare landscape but are not unique to the electronic record.

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://rhiadomain5.examzify.com>

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

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