

REGISTERED HEALTH INFORMATION ADMINISTRATOR (RHIA) PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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 an essential characteristic of a database relationship?**
 - A. It is independent of the entities
 - B. It represents a complex algorithm of data
 - C. It defines how entities share information
 - D. It explains the database structure
- 2. What does the Uniform Business Records as Evidence Act facilitate in legal situations?**
 - A. The exclusion of personal opinions
 - B. The admission of business records as evidence
 - C. The requirement of expert testimony
 - D. The preservation of privacy rights
- 3. What does the Privacy Act of 1974 primarily provide for individuals?**
 - A. Control over their financial records
 - B. Control over the information collected about them by the federal government
 - C. Access to their criminal history
 - D. Access to their medical records
- 4. What is a characteristic of Managed Fee-For-Service plans?**
 - A. Providers receive a flat fee for care provided
 - B. Costs are controlled through management of service usage
 - C. Patients pay a fixed monthly premium regardless of services used
 - D. Providers are reimbursed based on patient satisfaction scores
- 5. What is a key benefit provided by the Privacy Act of 1974 to individuals regarding their personal information?**
 - A. Immediate access to databases
 - B. Ability to amend records
 - C. Control over how the information is collected
 - D. Mandatory notification of information sharing

6. Which term describes software that performs a specific task for users?

- A. Utility software
- B. Application software
- C. Operating system software
- D. System software

7. What type of information does the Births and Deaths Register provide?

- A. Information about surgical procedures
- B. Information about hospital staff
- C. Information accessible about births and deaths
- D. Information about patient admissions

8. What do Critical Paths help to display in healthcare?

- A. The financial performance of healthcare organizations
- B. Goals for patients with an optimal sequence of staff actions
- C. Patient satisfaction survey results
- D. Latent injuries encountered during treatments

9. Who owns the information contained within a health record?

- A. The healthcare provider
- B. The researcher
- C. The patient
- D. The institution

10. The chronological order of which register is permanently retained?

- A. Emergency Room Register
- B. Admission and Discharge Register
- C. Operating Room Register
- D. Births and Deaths Register

Answers

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

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Explanations

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1. What is an essential characteristic of a database relationship?

- A. It is independent of the entities
- B. It represents a complex algorithm of data
- C. It defines how entities share information**
- D. It explains the database structure

An essential characteristic of a database relationship is that it defines how entities share information. In a relational database, entities, which can be represented as tables, are interconnected through relationships that specify how data in one table relates to data in another. This sharing of information is crucial for ensuring data integrity and enables complex queries across multiple tables to retrieve meaningful insights. The relationship between entities is fundamental for organizing data effectively, allowing for operations such as joins, where data from multiple tables can be combined based on these relationships. Understanding this aspect is crucial for designing databases that can efficiently manage and manipulate data, ensuring that relationships reflect the real-world interactions among the data elements.

2. What does the Uniform Business Records as Evidence Act facilitate in legal situations?

- A. The exclusion of personal opinions
- B. The admission of business records as evidence**
- C. The requirement of expert testimony
- D. The preservation of privacy rights

The Uniform Business Records as Evidence Act is designed to streamline the process of admitting business records into legal proceedings. This Act acknowledges that certain business records, which are typically created in the ordinary course of business and kept as part of a systematic process, possess intrinsic reliability. By allowing these records to be presented as evidence, the Act eliminates the need for each document to be individually authenticated by a witness. This provision is particularly important because it facilitates the efficient handling of evidence in court, especially in complex cases where numerous records are involved. Since business records can often be critical in establishing facts, patterns, or trends, their admissibility greatly enhances the ability of the parties involved to present their cases effectively. The other options do not accurately reflect the primary focus of the Act. Exclusion of personal opinions pertains more to the types of evidence that can be considered relevant, while expert testimony involves specific qualifications and insights that are not within the scope of the business records provision. Preservation of privacy rights relates to different legislative frameworks that protect personal data rather than the admissibility of records in legal contexts. This is why the admission of business records as evidence stands out as the correct aspect facilitated by the Act.

3. What does the Privacy Act of 1974 primarily provide for individuals?

- A. Control over their financial records
- B. Control over the information collected about them by the federal government**
- C. Access to their criminal history
- D. Access to their medical records

The Privacy Act of 1974 is significant as it primarily grants individuals greater control over the information that the federal government gathers about them. This legislation was enacted to safeguard personal data by instituting regulations that govern the collection, maintenance, use, and dissemination of personally identifiable information by federal agencies. Under the Privacy Act, individuals have the right to access records maintained about them, request corrections to these records, and be informed of how the information will be used. This law is crucial in promoting transparency and ensuring that individuals are aware of the data collected about them and can manage their privacy rights effectively. The other options focus on specific types of records or control that fall outside the scope of the Privacy Act. For example, while the law addresses the handling of personal data, it does not specifically grant individuals control over financial records, access to criminal history, or medical records, as those areas are often governed by other laws and regulations, such as the Fair Credit Reporting Act for financial records or HIPAA for medical information.

4. What is a characteristic of Managed Fee-For-Service plans?

- A. Providers receive a flat fee for care provided
- B. Costs are controlled through management of service usage**
- C. Patients pay a fixed monthly premium regardless of services used
- D. Providers are reimbursed based on patient satisfaction scores

Managed Fee-For-Service plans are characterized by controlling costs through the management of service usage. In this model, the focus is on the efficient use of healthcare services to avoid unnecessary treatments and to optimize costs while providing necessary care. This management may include prior authorization processes, care coordination, and setting limits on certain types of services or frequencies of care. The way that this model operates encourages both providers and patients to be more conscious of the services rendered and consumed, aiming for more judicious healthcare spending. It aligns incentives for providers to focus on value and coordinated care, rather than just the volume of services provided. The other choices refer to different models or aspects of healthcare reimbursement. For instance, receiving a flat fee for care provided reflects a capitated payment structure rather than the fee-for-service aspect typical of managed fee-for-service plans. Similarly, a fixed monthly premium is more typical of Health Maintenance Organizations (HMOs), not specific to managed fee-for-service plans. Lastly, reimbursement based on patient satisfaction scores is more related to value-based care models than to the core characteristic of managed fee-for-service plans.

5. What is a key benefit provided by the Privacy Act of 1974 to individuals regarding their personal information?

- A. Immediate access to databases
- B. Ability to amend records
- C. Control over how the information is collected**
- D. Mandatory notification of information sharing

One of the key benefits provided by the Privacy Act of 1974 to individuals regarding their personal information is the ability to amend records. This aspect of the legislation empowers individuals to request corrections to their personal records held by federal agencies. If an individual believes that their information is incorrect, incomplete, or misleading, they have the right to apply for amendments to those records. This provision is crucial because it allows individuals to maintain the accuracy of their personal information, ensuring that decisions made based on these records are fair and just. While control over how the information is collected is an important consideration in privacy rights, the Privacy Act specifically emphasizes individuals' rights to access and amend their records held by government entities, which is a more direct benefit to protecting their personal information.

6. Which term describes software that performs a specific task for users?

- A. Utility software
- B. Application software**
- C. Operating system software
- D. System software

The term that describes software that performs a specific task for users is application software. This type of software is designed to help users carry out particular tasks such as word processing, spreadsheet management, database management, and graphic design. Application software is user-oriented and caters to the specific needs of the end-user, actively aiding them in completing various tasks or projects. Utility software, by contrast, generally refers to system-specific tools that maintain or manage computer resources rather than performing specific tasks for users. Operating system software involves the foundational software that manages computer hardware and provides essential services for application software. System software encompasses all the necessary programs that facilitate the functioning of a computer system, including operating systems and various utilities, but does not focus on user-specific tasks as application software does. Thus, application software is the most accurate term for software designed for specific user tasks.

7. What type of information does the Births and Deaths Register provide?

- A. Information about surgical procedures
- B. Information about hospital staff
- C. Information accessible about births and deaths**
- D. Information about patient admissions

The Births and Deaths Register is a vital record that primarily provides information about births and deaths occurring within a specific jurisdiction. This includes essential details such as the names, dates, and locations of births and deaths, as well as information regarding the parents of the newborns and the circumstances surrounding the deaths. The register serves as an official account for demographic statistics and is crucial for health policy planning, resource allocation, and legal purposes. The other options are not correct because they pertain to different aspects of healthcare and record-keeping. Surgical procedures are documented in surgical or operational records, hospital staff information is maintained in human resources records, and patient admissions are tracked in hospital admission logs or electronic health records. Each of these areas deals with distinct types of information separate from the specifics of births and deaths recorded in the Births and Deaths Register.

8. What do Critical Paths help to display in healthcare?

- A. The financial performance of healthcare organizations
- B. Goals for patients with an optimal sequence of staff actions**
- C. Patient satisfaction survey results
- D. Latent injuries encountered during treatments

Critical Paths, also known as clinical pathways or care pathways, are management tools used in healthcare to outline anticipated patient progress and establish a standardized approach to patient care. By clearly defining the optimal sequence of staff actions for specific types of patients or treatments, these pathways help ensure that patients receive effective and evidence-based care. The primary purpose of Critical Paths is to streamline the process of care by coordinating multidisciplinary teams and fostering communication among healthcare providers. This structured approach minimizes variations in treatment, reduces the likelihood of errors, and ultimately aims for optimal patient outcomes. In contrast, while financial performance, patient satisfaction surveys, and latent injuries are important aspects of healthcare management, they do not directly relate to the structure of patient care processes that Critical Paths aim to address. Therefore, the focus of Critical Paths on guiding staff actions and ensuring efficient patient care pathways solidifies the validity of the selected answer.

9. Who owns the information contained within a health record?

- A. The healthcare provider
- B. The researcher
- C. The patient**
- D. The institution

The ownership of information within a health record primarily lies with the patient. This concept is rooted in the principle that patients have the right to control their own personal health information. While healthcare providers and institutions have legal responsibilities for maintaining and safeguarding this information, the content of the health record pertains to the patient's medical history, treatments, and personal health details. This relationship emphasizes the patient's autonomy and rights concerning their health information, allowing them to access, amend, and share their records. While healthcare providers and institutions may have proprietary interests in the format and management of the records, the underlying information is fundamentally tied to the individual it represents. In contrast, the roles of the healthcare provider, researcher, and institution involve different responsibilities and rights regarding how that information is used and protected, rather than ownership of the patient's health information itself.

10. The chronological order of which register is permanently retained?

- A. Emergency Room Register
- B. Admission and Discharge Register**
- C. Operating Room Register
- D. Births and Deaths Register

The Admission and Discharge Register is permanently retained because it serves a crucial function in the continuum of patient care within healthcare facilities. This register documents the admission and discharge dates and circumstances of all patients, making it an essential component for legal, administrative, and clinical purposes. The permanent retention of this information aids in the tracking of patient flows, ensuring continuity of care, and fulfilling regulatory and accreditation requirements. Moreover, while registers like the Emergency Room, Operating Room, and Births and Deaths may also contain significant information, they are often maintained for varying lengths of time based on specific institutional policies or legal mandates. In contrast, the Admission and Discharge Register's role in providing a comprehensive record of patient status within the facility is critical, thus necessitating its permanent retention. This allows for ongoing analysis and reporting needed for various healthcare planning and quality improvement initiatives.

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:

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

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