

# Uniform Billing, version 04 (UB-04) Certification 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

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- 1. Which Form Locator is used for the Patient Name on the UB-04 form?**
  - A. FL 8b**
  - B. FL 6**
  - C. FL 10**
  - D. FL 9**
  
- 2. The field for Treatment Authorization Codes corresponds to which Form Locator?**
  - A. FL64**
  - B. FL65**
  - C. FL66**
  - D. FL63**
  
- 3. Which Form Locator is the Assignment of Benefit Certification and Required?**
  - A. Form Locator 54 - Prior Payments - Required**
  - B. Form Locator 55 - Estimated Amount Due - Required**
  - C. Form Locator 56 - NPI - Required**
  - D. Form Locator 53 - Assignment of Benefit Certification - Required**
  
- 4. Which Form Locator holds Occurrence Codes and Dates and is required, if applicable?**
  - A. Form Locator 18-28**
  - B. Form Locator 35-36**
  - C. Form Locator 29**
  - D. Form Locator 31-34**
  
- 5. The 'Principal Diagnosis Code/Other Diagnosis Codes' uses which Form Locator?**
  - A. FL60**
  - B. FL61**
  - C. FL65**
  - D. FL67**

- 6. Which Form Locator is designated for Future Use (N/A) in this UB-04 scheme?**
- A. Form Locator 30**
  - B. Form Locator 14**
  - C. Form Locator 16**
  - D. Form Locator 29**
- 7. Which code is used to mark Not Applicable in the AD group?**
- A. 0-0A**
  - B. A5-AB**
  - C. AD-B0**
  - D. B3**
- 8. Patient Information is found in which Form Locator range?**
- A. FL 1-7**
  - B. FL 50-65**
  - C. FL 66-81**
  - D. FL 8-38**
- 9. Which Form Locator contains the Principal Diagnosis Code/Other Diagnosis Codes?**
- A. FL60**
  - B. FL64**
  - C. FL67**
  - D. FL69**
- 10. The field for the Insured's Group Name corresponds to which Form Locator?**
- A. FL60**
  - B. FL61**
  - C. FL64**
  - D. FL69**

## Answers

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

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## **Explanations**

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**1. Which Form Locator is used for the Patient Name on the UB-04 form?**

- A. FL 8b**
- B. FL 6**
- C. FL 10**
- D. FL 9**

Form Locators work like coordinates on the UB-04, pointing to where each data element is entered. For the patient's name, the designated field is Form Locator 8b. This locator is specifically reserved for capturing the patient's name as part of the patient demographics, ensuring the claim can be linked to the correct patient in the system. The other locators listed correspond to different data elements on the form and are not used for the patient's name, so 8b is the correct placement.

**2. The field for Treatment Authorization Codes corresponds to which Form Locator?**

- A. FL64**
- B. FL65**
- C. FL66**
- D. FL63**

Form Locators on UB-04 identify where each data item goes on the claim. The field used to carry the Treatment Authorization Code is Form Locator 63, so TACs are entered in FL63. This code shows that a payer has pre-approved the treatment, helping ensure proper adjudication. If no authorization is required, FL63 would be left blank.

**3. Which Form Locator is the Assignment of Benefit Certification and Required?**

- A. Form Locator 54 - Prior Payments - Required**
- B. Form Locator 55 - Estimated Amount Due - Required**
- C. Form Locator 56 - NPI - Required**
- D. Form Locator 53 - Assignment of Benefit Certification - Required**

Assignment of Benefit Certification is the authorization that allows benefits to be paid to the provider rather than to the patient. On the UB-04 form, the field reserved for this certification is the one you complete when a patient assigns their rights to receive payment. That field is required to ensure the payer knows who is entitled to receive the funds and to prevent delays or misdirected payments when the claim is processed. The other fields mentioned serve different purposes: prior payments track money already paid, estimated amount due shows what is expected to be charged or paid, and the NPI identifies the provider. They do not indicate assignment of benefits, so the field for Assignment of Benefit Certification is the correct and necessary one to complete.

**4. Which Form Locator holds Occurrence Codes and Dates and is required, if applicable?**

- A. Form Locator 18-28
- B. Form Locator 35-36
- C. Form Locator 29
- D. Form Locator 31-34**

Occurrence information on the UB-04 is captured in a specific group of form locators that are reserved for events that can affect billing. These fields are located in the set that runs through four consecutive locators, and they are used to report up to four occurrence code/date pairs. Each pair consists of an event code (the reason or type of occurrence) and the date it occurred. They must be filled in if there are any applicable events to report (for example, admission or discharge events); if no such events exist, these fields are left blank. Putting an occurrence code with its corresponding date helps the payer understand when key events happened during the patient's stay, which can influence payment and adjudication. The other form locator ranges hold different data elements, so they aren't used for these occurrence codes and dates.

**5. The 'Principal Diagnosis Code/Other Diagnosis Codes' uses which Form Locator?**

- A. FL60
- B. FL61
- C. FL65
- D. FL67**

The form locator used for entering diagnosis codes is the one designated for diagnoses on the UB-04. This area collects ICD-10-CM diagnosis codes and includes the principal diagnosis (the main reason for the admission) plus any additional diagnoses that affected care. The other form locators refer to different data elements on the claim (such as patient information or procedures), so they aren't used for listing diagnosis codes. This is why the correct choice aligns with the diagnoses section of the UB-04.

**6. Which Form Locator is designated for Future Use (N/A) in this UB-04 scheme?**

- A. Form Locator 30**
- B. Form Locator 14
- C. Form Locator 16
- D. Form Locator 29

Understanding which UB-04 Form Locator is set aside as Future Use helps you know what to leave blank on a claim. In this scheme, the locator reserved for Future Use (N/A) is the one designated to hold no current data and to be kept empty unless directed otherwise. Form Locator 30 is the locator assigned to Future Use, meaning it's not used to transmit active information today and serves as a placeholder for potential future fields. This setup allows the form to accommodate future coding changes without disrupting existing data transmission. The other locators are used for actual patient, admission, procedure, and payer data.

**7. Which code is used to mark Not Applicable in the AD group?**

- A. 0-0A
- B. A5-AB
- C. AD-B0**
- D. B3

In UB-04 coding, data elements are grouped and each group has its own prefix. For the Admission data (the AD group), the Not Applicable marker is the code B0 appended after the group prefix. So the correct way to indicate that an admission-related field does not apply is AD-B0. The other codes belong to different groups or represent actual values for their respective fields, not the Not Applicable marker for the AD group.

**8. Patient Information is found in which Form Locator range?**

- A. FL 1-7
- B. FL 50-65
- C. FL 66-81
- D. FL 8-38**

On the UB-04, Form Locators are grouped by data type, with patient demographics and basic admission details placed together in the early to mid portion of the form. The block that collects Patient Information spans FL 8 through FL 38, providing fields for the patient's name, address, date of birth, sex, and other demographic and admission details in one continuous range. That's why this range is the correct place for Patient Information. The higher-numbered ranges cover other areas of the claim, such as diagnoses, procedures, and payer specifics, which is why they aren't used for the basic patient demographic data.

**9. Which Form Locator contains the Principal Diagnosis Code/Other Diagnosis Codes?**

- A. FL60
- B. FL64
- C. FL67**
- D. FL69

The main diagnosis that led to the admission is entered in the Form Locator designated for the Principal Diagnosis Code. This specific field is the one used to report the primary ICD-10-CM diagnosis that drives the DRG and payment. If there are additional conditions that affect care, those codes go into the subsequent diagnosis fields (Other Diagnoses), but they do not replace the principal diagnosis. So, the locator for the principal diagnosis code is the correct place to report the main reason for admission, with other diagnoses documented in the following locator.

**10. The field for the Insured's Group Name corresponds to which Form Locator?**

- A. FL60**
- B. FL61**
- C. FL64**
- D. FL69**

Form Locators designate the specific data field on the UB-04 claim form. The Insured's Group Name is assigned to Form Locator 61, which is the designated location for the group policy name under which the insured is covered. This helps payers quickly identify the employer or group plan involved and coordinate benefits. The other nearby fields in this insured-information area hold different data, but the group name itself is specifically mapped to 61.

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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](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://ub04cert.examzify.com>**

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

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