

# 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 holds Occurrence Span Dates and Codes and is required, if applicable?**
  - A. Form Locator 31-34**
  - B. Form Locator 14**
  - C. Form Locator 30**
  - D. Form Locator 35-36**
  
- 2. Which Form Locator is Prior Payments, Required, if applicable?**
  - A. Form Locator 54 - Prior Payments - Required**
  - B. Form Locator 50 - Payer Identification**
  - C. Form Locator 57 - Other Providers ID**
  - D. Form Locator 59 - Patient's Relation to Insured**
  
- 3. Which Form Locator records Patient Discharge Status on the UB-04 form?**
  - A. Form Locator 16**
  - B. Form Locator 18-28**
  - C. Form Locator 17**
  - D. Form Locator 29**
  
- 4. Which code would be used to denote a Required field?**
  - A. B3**
  - B. A1-A4**
  - C. AC- Attachment Control Number**
  - D. 0-0A**
  
- 5. Which Form Locator has the status Situational?**
  - A. Form Locator 50 - Payer Identification**
  - B. Form Locator 52 - Release of Info Certification - Required**
  - C. Form Locator 54 - Prior Payments - Required**
  - D. Form Locator 51 - Health Plan Identification Number - Situational**

- 6. The description corresponding to each Revenue Code is entered in which Form Locator?**
- A. Form Locator 42**
  - B. Form Locator 43**
  - C. Form Locator 39-41**
  - D. Form Locator 49**
- 7. Which Form Locator is Remarks?**
- A. Form Locator 70**
  - B. Form Locator 74**
  - C. Form Locator 80**
  - D. Form Locator 79**
- 8. What is the data requirement status for the Principal Procedure Code/Date field?**
- A. Required, if applicable**
  - B. Situational**
  - C. Not Used**
  - D. Not Applicable**
- 9. Which data element is required in Form Locator 3a?**
- A. Patient Control Number**
  - B. Medical Record Number**
  - C. Type of Bill**
  - D. Admission date**
- 10. Which Form Locator indicates Federal Tax Number on the UB-04 form?**
- A. FL 5**
  - B. FL 6**
  - C. FL 7**
  - D. FL 13**

## Answers

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

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## **Explanations**

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

- A. Form Locator 31-34**
- B. Form Locator 14**
- C. Form Locator 30**
- D. Form Locator 35-36**

Occurrence data on UB-04 is used to identify events that happen during the stay and, when those events span a range of dates, both the code and the start/end dates must be reported together. The Form Locators designated for reporting an occurrence span—together with its corresponding dates—are the ones you use when there is an event that begins and ends in the hospitalization period. You fill these fields only if such an event exists; if there's no span to report, these fields are left blank. This placement is specifically for capturing span information in a single place so payers can accurately interpret the duration and nature of the event. Other form locators cover different data elements, so they don't serve this purpose.

**2. Which Form Locator is Prior Payments, Required, if applicable?**

- A. Form Locator 54 - Prior Payments - Required**
- B. Form Locator 50 - Payer Identification**
- C. Form Locator 57 - Other Providers ID**
- D. Form Locator 59 - Patient's Relation to Insured**

Prior Payments is the field used to record any payments already made toward the charge before the current claim is submitted. It is filled in only if such payments exist; otherwise it remains blank. Including this information helps accurately reflect the remaining balance and clarifies patient responsibility for deductible or coinsurance. The locator for this data is the one labeled "Prior Payments." The other fields serve different purposes: Payer Identification identifies who is submitting the claim, Other Providers ID records IDs for other providers involved, and Patient's Relation to Insured indicates the patient's relationship to the policyholder.

**3. Which Form Locator records Patient Discharge Status on the UB-04 form?**

- A. Form Locator 16**
- B. Form Locator 18-28**
- C. Form Locator 17**
- D. Form Locator 29**

Discharge status is the disposition of the patient at the time of leaving the hospital. On the UB-04, the field that records this information is Form Locator 17. This locator captures where the patient goes after discharge or what happened at discharge (for example, discharged to home, to another care facility, left AMA, or died in the hospital). Payers rely on this field to understand post-discharge plans and determine payment pathways, so having the correct locator consistently used is essential.

#### 4. Which code would be used to denote a Required field?

- A. B3**
- B. A1-A4
- C. AC- Attachment Control Number
- D. 0-0A

Understanding how data element status communicates whether information is mandatory on UB-04 is key. The code that marks a field as must be completed is B3. It signals that this particular data item is required for the form to be valid and to proceed with billing and claims processing. The other options point to different concepts—one refers to a general range rather than a status indicator, another designates a specific data element (Attachment Control Number), and the last is not the designation used for required fields. So, B3 is the correct choice because it directly denotes a required field.

#### 5. Which Form Locator has the status Situational?

- A. Form Locator 50 - Payer Identification
- B. Form Locator 52 - Release of Info Certification - Required
- C. Form Locator 54 - Prior Payments - Required
- D. Form Locator 51 - Health Plan Identification Number - Situational**

The main idea is that some UB-04 fields are conditional, meaning you fill them only in certain situations. The Health Plan Identification Number field is used to identify the patient's health plan when a managed care or health insurance plan is involved in the claim. Because not every claim goes through a health plan—think cash/self-pay or certain government programs—this field is kept optional and filled only when a health plan exists. That conditional nature is what makes it Situational. The other fields mentioned are typically required across many claims: the payer's identification to specify who's being billed, a consent indicator to release information, and any prior payments already made. Since these are routinely needed, they're not described as Situational.

#### 6. The description corresponding to each Revenue Code is entered in which Form Locator?

- A. Form Locator 42
- B. Form Locator 43**
- C. Form Locator 39-41
- D. Form Locator 49

In UB-04, each service line shows a Revenue Code that categorizes the type of service or department. The numeric code goes in the Revenue Code field, and the human-readable description of that code is entered in the description field alongside it. For this form, the description text for the Revenue Code is placed in Form Locator 43. This pairing makes the line item clear to reviewers and ensures the code and its meaning are both documented. For example, if the Revenue Code is 030, the description in the adjacent field would explain what that code represents, such as Pharmacy, so the payer understands the service being billed.

## 7. Which Form Locator is Remarks?

- A. Form Locator 70
- B. Form Locator 74
- C. Form Locator 80**
- D. Form Locator 79

The field used for free-text notes on the UB-04 is the Remarks area. This narrative space is specifically designated for additional information that doesn't fit into the standard codes and data elements, such as clarifications for unusual charges or payer instructions. So the Remarks field is Form Locator 80, making it the correct place for that kind of information. The other form locators point to different data elements and aren't intended for narrative remarks.

## 8. What is the data requirement status for the Principal Procedure Code/Date field?

- A. Required, if applicable**
- B. Situational
- C. Not Used
- D. Not Applicable

The field is about recording the main procedure performed during the hospital stay and the date it occurred. The data requirement status "Required, if applicable" means you must include the principal procedure code and its date whenever a principal procedure was actually performed. If no principal procedure was performed, you would leave it blank. This fits because not all admissions involve a principal procedure, but when there is one, reporting it is mandatory for accurate coding and billing. The other options don't fit because they imply the field would be used under different, unconditional rules (situational, not used, or not applicable in all cases). In practice, there are cases with a principal procedure and cases without, so the correct status is "Required, if applicable."

## 9. Which data element is required in Form Locator 3a?

- A. Patient Control Number**
- B. Medical Record Number
- C. Type of Bill
- D. Admission date

Form Locator 3a is the space for the Patient Control Number. This hospital-assigned identifier is used to uniquely mark this specific admission or encounter and travels with the claim to help line up the billing data with the correct clinical record across systems and payers. It's tied to this particular visit and is distinct from the Medical Record Number, which identifies the patient within the hospital's broader records. Type of Bill is determined in a different locator and describes the overall billing class of the claim (inpatient vs. outpatient), not the encounter identifier. Admission date belongs to the admission details captured in other locators. Because Form Locator 3a must carry a unique patient control number for each admission to ensure accurate tracking and matching of the claim, it is the correct element for this locator.

**10. Which Form Locator indicates Federal Tax Number on the UB-04 form?**

**A. FL 5**

**B. FL 6**

**C. FL 7**

**D. FL 13**

Form Locators identify where each data item sits on the UB-04. The Federal Tax Number (FEIN) of the billing provider is entered in Form Locator 5, making it the field used to identify the provider for tax and billing purposes. The other form locators hold different data elements (such as dates, patient or service details, and other identifiers), so they are not used for the provider's tax ID. That's why Form Locator 5 is the correct location for the Federal Tax Number.

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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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