UNIFORM BILLING, VERSION 04 (UB-04) CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE

SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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

1. Which Form Locator is Attending Name/ID-Qualifier 1G?

A. Form Locator 75

B. Form Locator 76

C. Form Locator 77

D. Form Locator 78-79

2. Which Form Locator is Other ID?

A. Form Locator 76

B. Form Locator 77

C. Form Locator 78-79

D. Form Locator 80

3. Which UB-04 feature reports monetary values such as patient responsibility?

A. Value Codes and Amounts

B. Occurrence Codes

C. Attending Physician

D. Statement Covers Period

4. Which Form Locator is designated for Future Use on the UB-04 form?

A. FL 5

B. FL 13

C. FL 7

D. FL 11

5. 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

6. Which Form Locator records the Patient Sex on the UB-04 form?

A. FL 9

B. FL 12

C. FL 7

D. FL 11

7. How are diagnoses connected to specific service lines on a UB-04 claim?

A. By listing them in a separate appendix only.

B. By placing all diagnoses on the header without line association.

C. Through diagnosis pointers that link diagnoses to the corresponding service line.

D. By using revenue codes to encode diagnoses.

8. How should corrections or resubmissions on UB-04 be submitted?

A. Amend the existing claim without changing the control number.

B. Submit a corrected claim with a new claim control number and appropriate resubmission indicators.

C. Submit a paper note to the payer.

D. Cancel the claim and wait for payer to request resubmission.

9. What might require prior authorization data on UB-04?

A. Certain services may require payer approval; claims may include authorization or certification numbers

B. All services require none

C. Only outpatient vaccines require

D. Only the discharge summary requires

10. Which Form Locator is required for Patient Name on the UB-04 form?

A. FL 8b

B. FL 5

C. FL 9

D. FL 11

Answers

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

Explanations

1. Which Form Locator is Attending Name/ID-Qualifier 1G?

A. Form Locator 75

B. Form Locator 76

C. Form Locator 77

D. Form Locator 78-79

In UB-04 data entry, the Attending Name/ID-Qualifier is tied to a specific Form Locator, and that qualifier 1G is entered in Form Locator 76. This locator is designated for the attending physician's name and their identifier qualifier, so when you see 1G for Attending Name/ID-Qualifier, you place it in 76. Other form locators in this vicinity are reserved for different provider roles (such as admitting, operating, or other attending types), so they don't apply to the Attending Name/ID-Qualifier. Understanding this mapping helps ensure the attending provider's information is recorded accurately for billing and data analytics.

2. Which Form Locator is Other ID?

A. Form Locator 76

B. Form Locator 77

C. Form Locator 78-79

D. Form Locator 80

Other ID is the field used for secondary patient identifiers on the UB-04. It's placed in two adjacent form locating spaces because an alternate ID may be longer or require two parts. That's why the correct locator pair is the two consecutive fields, 78 and 79, which together capture the Other ID. The remaining form locators correspond to different data elements on the form and are not used for recording this secondary identifier.

3. Which UB-04 feature reports monetary values such as patient responsibility?

A. Value Codes and Amounts

B. Occurrence Codes

C. Attending Physician

D. Statement Covers Period

On UB-04, monetary values such as patient responsibility are reported using value codes and amounts. Each value code identifies a specific type of financial amount (like patient deductible, coinsurance, or copayment), and the corresponding amount field shows the dollar value for that category. This structure lets the payer see exactly how much the patient owes separate from the standard charges and payments. Occurence codes record key dates and events, not money. Attending physician identifies the clinician, not finances. Statement covers period indicates the service timeframe, not monetary details. So the feature that captures monetary values tied to the patient's responsibility is value codes and amounts.

4. Which Form Locator is designated for Future Use on the UB-04 form?

A. FL 5

B. FL 13

C. FL 7

D. FL 11

Form Locators labeled Future Use are there to accommodate potential changes later without redesigning the form. They're not used for current data, so the correct practice is to leave that field blank on a claim unless a payer specifically directs otherwise. This keeps claims consistent and avoids processing issues. The other fields on the UB-04 are active data elements (patient information, dates, codes, amounts, etc.) and are populated as applicable.

5. 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.

6. Which Form Locator records the Patient Sex on the UB-04 form?

A. FL 9

B. FL 12

C. FL 7

D. FL 11

Form Locators on the UB-04 function as labeled pockets for every piece of patient and encounter information. The Patient Sex is a demographic data element, so it's placed in the locator that holds demographic details. That makes this locator the standard, consistent location for reporting sex on every claim, which is why it's the correct choice. Other form locators are reserved for different data—such as names, addresses, admission/discharge dates, or payer information—so they don't apply to recording the patient's sex.

7. How are diagnoses connected to specific service lines on a UB-04 claim?

A. By listing them in a separate appendix only.

B. By placing all diagnoses on the header without line association.

C. Through diagnosis pointers that link diagnoses to the corresponding service line.

D. By using revenue codes to encode diagnoses.

Diagnoses are connected to service lines on a UB-04 claim using diagnosis pointers. Each service line includes a field that points to one of the listed diagnoses (Dx01 through Dx12). The number you put in that line's pointer field tells the payer which diagnosis supports that specific service or procedure listed on that line. This mapping is what ties the patient's conditions to the exact services provided, helping show medical necessity and supporting proper reimbursement. Reasoning this way makes sense because revenue codes identify the service line (what was provided), while the diagnosis pointers specify why it was provided by linking the line to the right diagnosis. The other options miss this linkage: a separate appendix doesn't attach diagnoses to specific lines, putting all diagnoses on the header loses line-by-line association, and revenue codes alone don't encode the diagnosis information.

8. How should corrections or resubmissions on UB-04 be submitted?

A. Amend the existing claim without changing the control number.

B. Submit a corrected claim with a new claim control number and appropriate resubmission indicators.

C. Submit a paper note to the payer.

D. Cancel the claim and wait for payer to request resubmission.

Corrections or resubmissions on UB-04 are handled by filing a new claim with a fresh claim control number and using the proper resubmission indicators. This creates a separate, auditable record that the payer can reprocess, ensuring the corrected information replaces the original data without altering it in place. The new control number distinguishes this submission from the original, and the resubmission indicators alert the payer that this is a corrected claim meant to replace prior data. Amending the existing claim under the same control number would blur records and risk misprocessing or duplicate payments. Submitting a paper note or waiting for the payer to request resubmission doesn't meet standard billing practices and would cause delays.

9. What might require prior authorization data on UB-04?

A. Certain services may require payer approval; claims may include authorization or certification numbers

B. All services require none

C. Only outpatient vaccines require

D. Only the discharge summary requires

Prior authorization data is used when payers require approval before a service is covered. On the UB-04, if a service has been pre approved, the claim will often include the authorization or certification number to show that the payer granted permission for payment. This helps the insurer verify eligibility and process the claim smoothly, reducing delays or denials. Not all services require prior authorization, and the need varies by payer, procedure, and patient plan, which is why the idea that some services may need approval and that claims can carry these authorization numbers is the correct emphasis. It's not true that none require authorization, nor that only outpatient vaccines or only the discharge summary would carry such data—the authorization requirement applies selectively and the claim reflects that with the appropriate numbers.

10. Which Form Locator is required for Patient Name on the UB-04 form?

A. FL 8b

B. FL 5

C. FL 9

D. FL 11

Form Locators on the UB-04 map exactly where each piece of patient information goes on the claim. The patient's name is designated in the eighth set of fields, and the specific spot used to report the actual name is the second part of that block. That's why the correct choice is the locator labeled for the patient's name in that area. In practice, you'll fill that 8b field with the patient's name in the standard format so the payer's system can read and match the record to the patient. The other choices correspond to different data elements on the form, not the patient's name, so they aren't used for this purpose.

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://ub04cert.examzify.com

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