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QUESTION: 1

Nancy arrives for work Monday through Friday any time between 7:00 and 9:00 AM, is on the job until at least 3:00 PM, and then may leave any time between 3:00 and 6:00 PM. Nancy's schedule is an example of

- A. the 8/80 work week.
- B. the staggered work hours program.
- C. variable work schedule.
- D. flex time.

Answer: D

QUESTION: 2

Based on the following statistics from Utah Home Health, calculate the absenteeism rate.

Month: January	
Number of employees	20
Number of workdays	22
Total work days lost	25

- A. 0.44%
- B. 5.68%
- C. 5.8%
- D. 0.568%

Answer: B

QUESTION: 3

As an HIM supervisor at Bayview Hospital, you supervise five employees. One of your employees reports that a co-worker has returned from lunch on numerous occasions with smell of alcohol on his breath. What is the best approach in handling this problem?

- A. Confront the employee and place him on suspension for 1 week.
- B. Terminate the employee immediately.
- C. Ignore the report because it is hearsay.
- D. Handle the situation the same as you would any other disease that affects an employee's work.

Answer: D

QUESTION: 4

Gary's primary concern is job continuity and adequate health insurance for his large family. level of Maslow's hierarchy of needs does Gary operate from?

- A. physiological
- B. self-actualization
- C. esteem
- D. safety

Answer: D

QUESTION: 5

Employers may be able to demonstrate that age is a reasonable requirement for a position. Su an exception to the Age Discrimination in Employment Act (ADEA) is called a

- A. job description essential.
- B. bona fide occupational qualification.
- C. essential element for employment.
- D. there is no such exception to ADEA.

Answer: B

QUESTION: 6

Julian supervises the department's coding section. He notices that the coding technician is working 30 additional minutes each day before clocking in at her scheduled starting time. After discussing her timecard with her, he discovers she is starting work early in order to check the unbilled account report. Under which act are you required to pay her for all hours worked?

- A. ERISA
- B. Fair Labor Standards Act
- C. National Labor Relations Act
- D. Equal Pay Act

Answer: B

QUESTION: 7

Heartland Health System has set hiring goals and taken steps to guarantee equal employment opportunities for protected groups' members (e.g., American Indians, women, blacks, etc.). It is complying with

- A. Affirmative Action.
- B. Equal Pay Act.
- C. Minority Hiring Act.
- D. Civil Rights Act.

Answer: A

QUESTION: 8

Arizona Health System has numerous semiretired staff. The Human Resources Department has provided training regarding the Age Discrimination in Employment Act (ADEA), emphasizing that it protects employees and applicants between what ages?

- A. 50 and 75
- B. 45 and 99
- C. 62 and 85
- D. 40 and 70

Answer: D

QUESTION: 9

The general New Employee Orientation training at Mid-Atlantic Mental Health would most likely cover which of the following HIPAA components?

- A. marketing issues
- B. business associate agreements
- C. physical/workstation security
- D. job-specific training (e.g., patient's right to amend record)

Answer: C

QUESTION: 10

Kristen combined her HIM and legal education and is now a Risk Manager. An employee has a complaint that may be considered a grievance. She should listen to the employee and then

- A. put the complaint aside to see if other employees complain about the same issue.
- B. deal with the issue as if it were a bona fide grievance.
- C. deal with the complaint only if the employee seldom complains.
- D. ignore the complaint until it is in writing.

Answer: B

QUESTION: 11

The Human Resources Department provides training for new supervisors. It includes discuss' of the Equal Pay Act, which was passed to eliminate discrimination based on which of following?

- A. merit of the employee
- B. seniority of the employee
- C. employee gender
- D. personal productivity, such as in a incentive compensation system

Answer: C

QUESTION: 12

The transcription area has an opening for a transcriptionist with demonstrated skill in medical and surgical reports. Which of the following types of tests should be administered?

- A. performance
- B. aptitude
- C. intelligence
- D. stress

Answer: A



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