CONFIGURING THE EPIC END USER 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.

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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!

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Questions

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1. What does XML stand for?

A. Extensible Markup Language

B. HyperText Markup Language

C. Simple Markup Language

D. Markup Language

2. Which records control details within activities, such as the reports available to an end user and the tabs she sees in Chart Review?

A. Profile Record

B. Work List

C. Security Class Records

D. Startup Activity

3. Which configuration determines the primary location used for patient encounters and data filtering?

A. SmartPhrase.

B. Default facility.

C. Password policy.

D. Color theme.

4. Which term refers to the key combination used to activate Screen Fast Forward?

A. Bed

B. Home F9

C. Opt

D. Room

5. How should changes to security roles be tracked and approved?

A. Changes are tracked in security administration logs with approvals required

B. Changes are made informally

C. Changes are logged only if someone complains

D. Changes are never recorded

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6. Which security class is used for profile settings shared by people with the same job duties?

A. System Definitions

B. Epicare Security Class

C. Inpatient Security Class

D. User Preference Lists Screen

7. Which term denotes the category that makes a subset of reports available for quick access as toolbar buttons?

A. Available Reports

B. Summary Reports

C. Startup Buttons

D. Default Report for Display

8. Which term represents the field where reports appear as buttons on the Snap Shot and Summary toolbars?

A. Default Report for Display

B. Available Reports

C. Snap Shot Reports

D. Report

9. On the Provider's Information Screen, which field holds the provider's full name as it should appear in professional documents and patient correspondence?

A. Scheduling Type

B. External Name

C. Ref Src Type

D. Provider Type

10. Which steps help ensure a smooth go-live for Epic End User configuration changes?

A. Limit go-live to IT staff only.

B. Publish to production without training.

C. Plan, communicate, train, validate, and monitor post-go-live; have rollback plan.

D. Skip validation and go straight live.

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Answers

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

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Explanations

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1. What does XML stand for?

A. Extensible Markup Language

B. HyperText Markup Language

C. Simple Markup Language

D. Markup Language

XML stands for Extensible Markup Language. It's a way to encode documents so both humans and machines can read the data, focusing on structure and meaning rather than how it looks. The Extensible part means you can define your own tags and structures to fit specific needs, making XML flexible for many kinds of data. The Markup Language part indicates that data is annotated with tags to mark its pieces and relationships, which helps software interpret the information consistently. This differs from HyperText Markup Language, which is HTML used to display web content and has a fixed set of tags for presentation rather than data interchange. The other names are not official for XML, so Extensible Markup Language is the correct meaning.

2. Which records control details within activities, such as the reports available to an end user and the tabs she sees in Chart Review?

A. Profile Record

B. Work List

C. Security Class Records

D. Startup Activity

Security Class Records establish which activities and UI elements a user may access. They define, for a given security class, which reports are available to the end user and which tabs appear in Chart Review. In Epic, access to data and navigation within activities is governed by these records, so the system shows only the reports and tabs permitted by the user's security class. If these records are configured correctly, a user will see the appropriate reports and the relevant Chart Review tabs; if not, visibility and navigation would be inconsistent with their role. The other options don't control these details. A Profile Record handles personal settings and identity basics, not which reports or Chart Review tabs are available. A Work List governs tasks shown to the user, and Startup Activity decides which screen opens at login.

3. Which configuration determines the primary location used for patient encounters and data filtering?

A. SmartPhrase.

B. Default facility.

C. Password policy.

D. Color theme.

The main idea is that the default facility defines the primary location used for patient encounters and data filtering. In Epic, a facility represents a site or practice unit that organizes where encounters occur, where patient data is stored, and how reports are scoped. The default facility is the site loaded for your login by default, and it sets the baseline location used when you view patient charts, schedule encounters, or run filters and queries. Because of this, the system pulls in encounters, orders, and results according to that facility unless you explicitly switch to another one for a specific task. This ensures consistency in what you see by default and how data is filtered across workflows. SmartPhrase is about rapid text expansion in notes, password policy governs authentication rules, and color theme affects appearance—none of these establish the primary encounter location or data filtering scope.

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4. Which term refers to the key combination used to activate Screen Fast Forward?

A. Bed

B. Home F9

C. Opt

D. Room

Recognizing keyboard shortcut terminology in Epic's practice environment helps you understand how features are triggered. For Screen Fast Forward, the modifier key is the Option key, and in this context it's abbreviated as Opt. This shorthand is the standard way the interface labels the key that works with other keys to activate the function, so the term Opt identifies the specific modifier needed for the shortcut. The other options don't refer to a keyboard modifier or shortcut terminology, so they don't fit the concept being tested.

5. How should changes to security roles be tracked and approved?

A. Changes are tracked in security administration logs with approvals required

B. Changes are made informally

C. Changes are logged only if someone complains

D. Changes are never recorded

Formal change management for security roles requires that every modification to access privileges is tracked in security administration logs and must receive a documented approval before it takes effect. The logs should record who requested the change, who approved it, when it was made, and exactly what permissions were added or removed. Requiring approvals creates accountability and prevents unilateral or inappropriate privilege grants, which helps reduce the risk of privilege escalation and supports separation of duties. This audit trail is also critical for compliance, audits, and incident investigations. Other approaches fall short: making changes informally lacks accountability; logging only if someone complains misses many changes and offers no comprehensive record; and never recording changes leaves no trace for review or regulatory requirements.

6. Which security class is used for profile settings shared by people with the same job duties?

A. System Definitions

B. Epicare Security Class

C. Inpatient Security Class

D. User Preference Lists Screen

Understanding how security classes group profile settings by the role people perform helps explain this. A security class defines the set of profile options and permissions that apply to everyone assigned to that class. The Epicare Security Class is specifically designed to share those profile settings among colleagues who have the same job duties, so the same preferences and defaults are applied across people in that role. This ensures a consistent user experience and makes administration easier because changes to the class affect all members in that group. Other options don't serve this purpose: System Definitions govern global security parameters and foundational access rules rather than role-based profile sharing; Inpatient Security Class relates to inpatient workflows rather than general job-duty-based profile settings; and User Preference Lists Screen is a user interface screen, not a security class.

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7. Which term denotes the category that makes a subset of reports available for quick access as toolbar buttons?

A. Available Reports

B. Summary Reports

C. Startup Buttons

D. Default Report for Display

Startup Buttons are the category that makes a subset of reports available as toolbar buttons for quick access. This setup lets you place your most frequently used reports on the toolbar, so you can launch them with a single click without digging through the full report catalog. The full list of available reports is broader and not limited to quick-access buttons, while summary reports are condensed versions of data, and the default report for display is simply what loads by default rather than what sits on the toolbar.

8. Which term represents the field where reports appear as buttons on the Snap Shot and Summary toolbars?

A. Default Report for Display

B. Available Reports

C. Snap Shot Reports

D. Report

The field being tested is about what appears as the default quick-access button on the Snap Shot and Summary toolbars. The Default Report for Display specifies which report is shown by default and loaded when you use those toolbars, guiding what you see first and what label the button carries. This is why it's the best answer—the setting directly controls the initial, top-level report access on the UI. Available Reports, while describing what reports you could run, does not determine the default button shown. Snap Shot Reports suggests a grouping or category rather than the specific default display target. The term Report is too generic and doesn't specify which report is preselected for display.

9. On the Provider's Information Screen, which field holds the provider's full name as it should appear in professional documents and patient correspondence?

A. Scheduling Type

B. External Name

C. Ref Src Type

D. Provider Type

The name that appears on professional documents and patient correspondence is stored in the External Name field. This field is the externally facing version of the provider's name, allowing you to include the full, properly formatted name with middle initials, credentials (like MD or DO), suffixes, and any preferred spelling. It ensures consistency across letters, forms, and messages sent to patients. Other fields on the screen—such as those governing scheduling behavior, referral source type, or provider classification—do not affect how the name is displayed externally, so they aren't suited for this purpose.

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10. Which steps help ensure a smooth go-live for Epic End User configuration changes?

A. Limit go-live to IT staff only.

B. Publish to production without training.

C. Plan, communicate, train, validate, and monitor post-go-live; have rollback plan.

D. Skip validation and go straight live.

A smooth go-live for Epic End User configuration changes comes from structured change management that prepares users, verifies the changes, and monitors outcomes after deployment, with a safety net if issues arise. The best approach includes planning, communication, training, validation, and post-go-live monitoring, plus a rollback plan. Planning sets the timeline, scope, and dependencies so everyone knows what to expect. Clear communication ensures all stakeholders—end users, support teams, and leaders—understand what changes are happening and when. Training builds user competence so workflows are followed correctly from day one. Validation tests the changes in controlled conditions and often includes user acceptance testing to catch real-world issues before broad exposure. After go-live, monitoring helps detect problems early, measure performance, and guide quick adjustments. A rollback plan provides a tested, safe way to revert changes if something critically fails, minimizing disruption. Choices that limit go-live to IT staff, publish to production without training, or skip validation each miss an essential step. Restricting access to IT excludes end users who must work with the changes; deploying without training leaves users unprepared and increases support needs; skipping validation risks undetected issues that can derail operations after go-live. Together, the planned, trained, validated, monitored approach with a rollback path best supports a successful transition.

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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.

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

https://configepicenduser.examzify.com

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

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