HAS 100 FUNDAMENTALS OF HEALTHCARE ADMINISTRATION PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://has100.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 15

SAMPLE

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.

SAMPLE

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!

SAMPLE

Questions

SAMPLE

1. Which statement best describes the purpose of a performance dashboard?

A. Provide historical data for compliance summaries.

B. A budgeting tool for capital expenditures.

C. A scheduling system for staff shifts.

D. A dashboard that displays real-time performance metrics to support decision-making.

2. Define SMART goals and give an example relevant to a hospital.

A. Simple, Measurable, Actionable, Realistic, Timely; e.g., reduce wait times by 5 minutes this quarter.

B. Specific, Measurable, Achievable, Relevant, Time-bound; e.g., increase ambulatory patient satisfaction score by 10% within 12 months.

C. Specific, Meaningful, Attainable, Relevant, Timely; e.g., recruit staff to 95% fill rate.

D. Strategic, Measurable, Agile, Robust, Timed; e.g., launch new EMR.

3. Which term describes someone within the medical command?

A. External customer

B. Internal customer

C. External

D. Needs

4. Which statement accurately describes disaster preparedness planning in a hospital?

A. It focuses only on financial contingency plans.

B. It involves developing procedures, resources, and training to respond to emergencies and maintain operations.

C. It aims to reduce patient volumes during disasters.

D. It relies exclusively on external agencies for response.

5. Which statement best describes a performance dashboard?

A. A textual report detailing annual outcomes.

B. A visual display of key performance indicators showing real-time or recent performance against targets.

C. A ledger of transactions for the fiscal year.

D. A scheduling tool for patient appointments.

SAMPLE

6. Which of the following is NOT used to measure patient safety culture?

A. Surveys
B. Incident reports
C. Leadership engagement
D. Patient admissions count

7. Which activity best describes denial management in revenue cycle?

A. Identifying reasons for denials and appealing or resubmitting claims.
B. Training staff to avoid denials through documentation improvements.
C. Verifying insurance coverage and appealing denied claims.
D. Submitting all claims as billed without review.

8. MEDPROS stands for which system name?

A. Medical Protection System
B. Medical Preparedness System
C. Medical Professional Readiness System
D. Medical Performance System

9. What does CHCS stand for?

A. Composite Healthcare System
B. Central Health Care Control System
C. Comprehensive Health Care System
D. Coordinated Healthcare and Clinical System

10. Which device prints text or graphics from a computer?

A. Printer
B. Keyboard
C. Router
D. Digital Modem

SAMPLE

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Which statement best describes the purpose of a performance dashboard?

A. Provide historical data for compliance summaries.

B. A budgeting tool for capital expenditures.

C. A scheduling system for staff shifts.

D. A dashboard that displays real-time performance metrics to support decision-making.

Performance dashboards present real-time performance metrics in a clear, visual format so leaders can quickly see how the organization is doing and make timely decisions. They pull data from multiple sources, track key indicators, show trends, and often provide alerts when something needs attention, enabling proactive management and continuous improvement. This focus on current performance and actionable insights sets dashboards apart from tools that capture historical data for compliance summaries, budgeting tools for capital expenditures, or scheduling systems for staff shifts, which serve different purposes. The dashboard's main aim is to support day-to-day decision-making with up-to-date information.

2. Define SMART goals and give an example relevant to a hospital.

A. Simple, Measurable, Actionable, Realistic, Timely; e.g., reduce wait times by 5 minutes this quarter.

B. Specific, Measurable, Achievable, Relevant, Time-bound; e.g., increase ambulatory patient satisfaction score by 10% within 12 months.

C. Specific, Meaningful, Attainable, Relevant, Timely; e.g., recruit staff to 95% fill rate.

D. Strategic, Measurable, Agile, Robust, Timed; e.g., launch new EMR.

Setting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound ensures targets are clear and trackable. In a hospital context, the example shows a concrete target area (ambulatory patient satisfaction) and a concrete metric (a 10% increase) with a realistic timeframe (within 12 months). This demonstrates how to define what to achieve, how progress will be measured, that the goal is attainable with available resources and changes, that it aligns with patient experience priorities, and when the result should be achieved. Other options use nonstandard terms or omit essential SMART elements, so they don't convey a goal that is as clear, evaluable, and actionable in a healthcare setting.

3. Which term describes someone within the medical command?

A. External customer

B. Internal customer

C. External

D. Needs

In healthcare administration, you think of the people who rely on your department as customers too. An internal customer is someone inside the medical command who receives services from another part of the organization—like a nurse or clinician who depends on the pharmacy, IT, dietary, or facilities teams to support patient care. Recognizing internal customers emphasizes delivering quality service across all departments, which helps keep workflows smooth and patient care safe and efficient. External customer would refer to patients and families outside the organization, while terms like external or needs don't describe a person inside the command who receives services.

SAMPLE

4. Which statement accurately describes disaster preparedness planning in a hospital?

A. It focuses only on financial contingency plans.

B. It involves developing procedures, resources, and training to respond to emergencies and maintain operations.

C. It aims to reduce patient volumes during disasters.

D. It relies exclusively on external agencies for response.

Disaster preparedness planning in a hospital centers on building the capacity to respond to emergencies while keeping essential operations up and running. This means creating clear incident-response procedures, ensuring necessary resources and equipment are available, and training staff so everyone knows their roles when a disaster occurs. Together these elements enable the hospital to protect patients, maintain services, and coordinate care under stress, rather than focusing on a single narrow area or relying only on outside help. Financial contingency alone misses the clinical and operational breadth of preparedness; aiming to reduce patient volumes isn't the goal—hospitals plan to manage surge and continue care; and relying exclusively on external agencies ignores the critical need for internal readiness and collaboration.

5. Which statement best describes a performance dashboard?

A. A textual report detailing annual outcomes.

B. A visual display of key performance indicators showing real-time or recent performance against targets.

C. A ledger of transactions for the fiscal year.

D. A scheduling tool for patient appointments.

A performance dashboard is a visual, at-a-glance view of how an organization is performing, using key performance indicators and a quick comparison of current results to targets. This setup emphasizes real-time or near real-time data and clear signals (like charts and color-coded gauges) so managers can see where performance is on track or slipping and take timely action. In healthcare administration, you might see dashboards tracking patient wait times, bed occupancy, throughput, or readmission rates, with trends and variances shown alongside target levels. By contrast, a textual report detailing annual outcomes provides a static, narrative snapshot rather than real-time status; a ledger records financial transactions; and a scheduling tool helps plan appointments, not monitor performance against goals.

6. Which of the following is NOT used to measure patient safety culture?

A. Surveys

B. Incident reports

C. Leadership engagement

D. Patient admissions count

Measuring patient safety culture focuses on how staff perceive and act toward safety, including beliefs, attitudes, and behaviors that influence safe care. Surveys are designed to capture staff perceptions of safety climate across the organization. Incident reports reveal how openly safety problems are reported and how learning occurs from errors, which is central to a culture of safety. Leadership engagement matters because leaders set priorities, model safety behaviors, and create the environment that supports safe practices. The count of patient admissions, while valuable for understanding patient flow and workload, does not assess safety perceptions, reporting behavior, or learning from incidents. It reflects volume rather than the underlying culture of safety, so it isn't a measure of patient safety culture.

SAMPLE

7. Which activity best describes denial management in revenue cycle?

A. Identifying reasons for denials and appealing or resubmitting claims.

B. Training staff to avoid denials through documentation improvements.

C. Verifying insurance coverage and appealing denied claims.

D. Submitting all claims as billed without review.

Denial management is about turning denied claims into paid ones by investigating why a payer denied a claim, gathering the needed documentation, and taking corrective actions so the claim can be paid. Verifying insurance coverage and then appealing denied claims fits this process well. Verifying coverage helps confirm eligibility and payer requirements, which often explains or prevents why a denial occurred and what documentation or coding changes are needed. When a denial is found to be correct or correctable, appealing the denial with the right supporting information gives the payer a chance to reverse the decision and reimburse the claim. In practice, this combines both understanding the denial reason and taking formal action to recover revenue, which is the essence of denial management.

8. MEDPROS stands for which system name?

A. Medical Protection System

B. Medical Preparedness System

C. Medical Professional Readiness System

D. Medical Performance System

Understanding what MEDPROS stands for and its role in medical readiness. MEDPROS is Medical Protection System, the centralized system the Army uses to monitor and manage soldiers' medical readiness. It collects and tracks data such as immunizations, physical health assessments, dental readiness, and deployment-limiting conditions, producing readiness reports that help commanders determine who is medically fit for deployment. This makes the name Medical Protection System the best fit, since it emphasizes safeguarding the unit's readiness through medical surveillance. The other formulations don't match the official system name or its purpose in tracking and ensuring medical readiness.

9. What does CHCS stand for?

A. Composite Healthcare System

B. Central Health Care Control System

C. Comprehensive Health Care System

D. Coordinated Healthcare and Clinical System

CHCS is an acronym that points to a specific integrated health information system used in healthcare administration, especially in military and federal settings. The key idea is that "Composite" signals combining multiple clinical and administrative functions into one platform. This integration is why the expansion commonly used in practice is Composite Healthcare System: it reflects the system bringing together areas like patient registration, scheduling, orders, medical records, pharmacy, and related functions into a single, cohesive tool. The other phrasings aren't the standard name for this system, and they don't capture the established identity of CHCS in healthcare IT. They would imply different notions that don't align with the recognized acronym.

SAMPLE

10. Which device prints text or graphics from a computer?

A. Printer

B. Keyboard

C. Router

D. Digital Modem

When you need a physical copy of digital information, you use an output device designed to create printed material. A printer is built to take data from the computer and render it as text and images on paper, using ink or toner and a sheet feed. The computer sends the print commands, and the printer converts those commands into a tangible page. This makes it distinct from a keyboard, which is used to input data, and from networking devices like routers or modems, which manage data transmission rather than producing printed output. So the device that prints text or graphics is the printer.

SAMPLE

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://has100.examzify.com

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

SAMPLE