MICHIGAN NURSING HOME ADMINISTRATOR (NHA) PRACTICE EXAM (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. A time record for each employee must be maintained for how many years?

A. 1 year

B. 2 years

C. 3 years

D. 5 years

2. How long is the food acceptance of a patient recorded after admission?

A. 7 days

B. 14 days

C. 21 days

D. 30 days

3. Which of the following factors can lead to unemployment disqualification?

A. Leaving a job to start a new one

B. Being laid off due to reduction in force

C. Refusal to accept an offered position

D. Taking a leave of absence

4. What type of construction is required for doors protecting corridor openings that are not in required enclosures?

A. 1 inch solid-bond wood

B. 1 3/4 inch solid-bond wood

C. 1 inch hollow steel

D. 1 3/4 inch hollow wood

5. How often must infection control procedures be reviewed and revised?

A. At time of admission

B. Periodically

C. Annually

D. Only during outbreaks

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6. According to the Michigan Employment Security guidelines, who is eligible for benefits?

A. Anyone who applies

B. Those with insufficient work experience

C. Only those unemployed through no fault of their own

D. Only part-time workers

7. What is the main responsibility of the Medical Services Administration in Michigan?

A. Oversee the nursing facilities

B. Provide funding for hospitals

C. Oversight of Michigan's Medicaid program

D. Regulate health care insurance

8. What department is primarily responsible for the Medicaid program in Michigan?

A. Department of Health and Human Services

B. Department of Community and Health Systems

C. Medical Services Administration

D. Department of Aging Services

9. How long can corridors be divided by smoke barriers or horizontal exits?

A. 150 ft

B. 200 ft

C. 250 ft

D. 300 ft

10. If a patient is admitted on a Friday, what is the examination timeframe?

A. Within 48 hours

B. Within 72 hours

C. Within 5 days

D. Within 10 days

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Answers

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

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Explanations

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1. A time record for each employee must be maintained for how many years?

A. 1 year

B. 2 years

C. 3 years

D. 5 years

Maintaining accurate time records for employees is essential for compliance with labor laws and regulations. In Michigan, as well as federally, employers are generally required to keep these time records for at least two years. This requirement helps ensure that employers have documentation readily available for reviewing wages and hours worked, which is crucial for wage and hour compliance, audits, and potential disputes that could arise regarding employee pay. The two-year period aligns with the Fair Labor Standards Act (FLSA) requirements, which stipulate that employers must retain payroll records for at least this duration. This timeframe allows for an adequate review period regarding disputes over payment, overtime, and other employment-related matters. While other options present different time frames for maintaining these records, the two-year requirement is standard practice and ensures that employers can meet any legal challenges or regulatory reviews concerning employee hours and wages.

2. How long is the food acceptance of a patient recorded after admission?

A. 7 days

B. 14 days

C. 21 days

D. 30 days

Recording a patient's food acceptance is an important practice in nursing homes as it helps staff monitor nutrition and ensure residents are receiving adequate nourishment. The requirement to record food acceptance for a period of 14 days after admission allows for an adequate assessment of a patient's dietary habits and adjusts to their preferences, any dietary restrictions, or changes in appetite that may occur shortly after admission. This 14-day period gives staff enough time to establish a baseline understanding of the resident's eating patterns, which can vary due to stresses associated with new environments, medications, or health conditions. Monitoring during this time can lead to timely interventions if a resident is not consuming enough food or if their dietary needs are not being met, which is essential for maintaining health and wellbeing in long-term care settings. After this initial period, staff can better determine the need for ongoing monitoring or adjustments to the resident's care plan based on established patterns.

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3. Which of the following factors can lead to unemployment disqualification?

A. Leaving a job to start a new one

B. Being laid off due to reduction in force

C. Refusal to accept an offered position

D. Taking a leave of absence

Refusing to accept an offered position can lead to disqualification from unemployment benefits because it demonstrates a lack of willingness to work. When individuals apply for unemployment, they are required to be actively seeking work and available to accept job offers. If someone receives an offer and chooses not to accept it without a valid reason, it indicates that they are not engaging in the job market as expected. This refusal can be interpreted as removing themselves from the work pool voluntarily, thus disqualifying them from receiving unemployment benefits that are intended for those who are involuntarily unemployed and actively seeking new employment. In contrast, leaving a job to start a new one generally does not lead to disqualification, as long as the new position is a legitimate opportunity. Being laid off due to a reduction in force is a classic reason for being eligible for unemployment benefits, as it is an involuntary separation from employment without any fault of the employee. Taking a leave of absence might not affect eligibility as long as the leave is approved and there is an understanding that the person will return to work afterward.

4. What type of construction is required for doors protecting corridor openings that are not in required enclosures?

A. 1 inch solid-bond wood

B. 1 3/4 inch solid-bond wood

C. 1 inch hollow steel

D. 1 3/4 inch hollow wood

The requirement for doors protecting corridor openings that are not in required enclosures is focused on ensuring adequate fire safety and integrity within the facility. A door that is 1 3/4 inch solid-bond wood provides the necessary thickness and fire-resistant qualities to help prevent the spread of fire and smoke in case of an emergency. This thickness also contributes to the durability and strength of the door, making it suitable for high-traffic areas common in nursing homes. The specification of solid-bond wood indicates that the door is constructed to ensure added stability and strength, which is particularly important in a healthcare setting where safety is paramount. Choosing a door of this type helps to maintain a safer environment for both residents and staff by ensuring that corridors remain protected from potential fire hazards originating from adjacent spaces. Therefore, option B aligns with the regulatory requirements for fire-resistant doors in healthcare facilities, confirming its appropriateness for protecting corridor openings.

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5. How often must infection control procedures be reviewed and revised?

A. At time of admission

B. Periodically

C. Annually

D. Only during outbreaks

Infection control procedures must be reviewed and revised periodically to ensure that they are effective and up-to-date. This approach is necessary because practices and guidelines in infection control can change based on the latest research, emerging pathogens, and the specific needs of the facility. Regular reviews help in identifying any gaps in the current protocols, allowing for timely improvements that can help prevent infections within the facility. Periodic reviews allow for adjustments that take into account new information, staff feedback, or changes in resident health status and community infections, which are critical for maintaining a safe environment. This frequency also aligns with best practices and regulatory expectations for nursing home facilities. By conducting these reviews periodically rather than at fixed intervals or only during specific circumstances, administrators can be proactive rather than reactive in their infection control efforts.

6. According to the Michigan Employment Security guidelines, who is eligible for benefits?

A. Anyone who applies

B. Those with insufficient work experience

C. Only those unemployed through no fault of their own

D. Only part-time workers

Eligibility for benefits under the Michigan Employment Security guidelines is primarily granted to individuals who are unemployed through no fault of their own. This means that if a person has lost their job due to reasons that are not within their control, such as layoffs or business closures, they are typically qualified to receive unemployment benefits. This criterion ensures that support is directed to those who are genuinely in need due to circumstances that prevent them from continuing their employment. Individuals who voluntarily quit their jobs or were terminated for misconduct would generally not meet this requirement. The other options do not accurately reflect the eligibility criteria established by the guidelines. Simply applying or having insufficient work experience does not guarantee eligibility for benefits, nor do benefits specifically apply only to part-time workers. This focus on fault in unemployment underscores the principles of the unemployment insurance system, which aims to provide assistance to those affected by external job market factors rather than personal decisions or performance-related issues.

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7. What is the main responsibility of the Medical Services Administration in Michigan?

A. Oversee the nursing facilities

B. Provide funding for hospitals

C. Oversight of Michigan's Medicaid program

D. Regulate health care insurance

The primary responsibility of the Medical Services Administration in Michigan is oversight of the state's Medicaid program. Medicaid plays a crucial role in funding healthcare services for low-income individuals and families, including the elderly and those living in nursing facilities. The administration ensures that the program operates effectively, meets federal and state standards, and provides quality care to its beneficiaries. This includes managing contracts with healthcare providers, ensuring compliance with regulations, and implementing policies that improve the accessibility and quality of healthcare services within the Medicaid framework. In context, while overseeing nursing facilities is important for regulatory bodies, the Medical Services Administration's focus extends beyond just facilities—it encompasses the management of the entire Medicaid program. Similarly, providing funding for hospitals and regulating health care insurance pertain to related but distinct functions and are not the primary focus of this particular administration.

8. What department is primarily responsible for the Medicaid program in Michigan?

A. Department of Health and Human Services

B. Department of Community and Health Systems

C. Medical Services Administration

D. Department of Aging Services

The correct answer is the Department of Health and Human Services. This department administers the Medicaid program in Michigan, overseeing various health-related services and providing support to low-income residents, including elderly individuals who require long-term care. This department is crucial because it develops policies and regulations regarding Medicaid services, ensuring compliance with both state and federal guidelines. The role of the Department of Health and Human Services includes managing eligibility, benefits, and funding for the program, which plays a vital part in the healthcare coverage of many individuals in the state. Some other options, such as the Medical Services Administration, serve as a subdivision within the larger framework of the Department of Health and Human Services but do not independently manage the Medicaid program. The Department of Community and Health Systems and the Department of Aging Services have roles related to health care and services for older adults but do not carry the primary responsibility for Medicaid in Michigan.

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9. How long can corridors be divided by smoke barriers or horizontal exits?

A. 150 ft

B. 200 ft

C. 250 ft

D. 300 ft

The correct choice indicates that corridors in a nursing home can be divided by smoke barriers or horizontal exits at intervals not exceeding 200 feet. This is an important guideline aimed at enhancing the safety and evacuation procedures in healthcare environments. In nursing facilities, smoke barriers are critical in preventing the spread of smoke and fire, thereby protecting residents and staff. The standard helps to ensure that, in the event of a fire, individuals have safe paths to exit without being exposed to smoke over long distances. The rationale behind the 200-foot limitation is to maintain manageable evacuation distances while also allowing for adequate protection from smoke and heat. Ensuring that smoke barriers are placed no further apart than this distance makes it easier to confine smoke and support rapid evacuations when necessary. Reducing this distance also allows for better accessibility for emergency responders. In the context of healthcare facilities, this guideline is aligned with national safety standards and building codes that prioritize resident safety, especially considering the mobility limitations often present in nursing home populations. It is crucial for administrators to implement and adhere to these measures to reduce potential risks during emergencies.

10. If a patient is admitted on a Friday, what is the examination timeframe?

A. Within 48 hours

B. Within 72 hours

C. Within 5 days

D. Within 10 days

The examination timeframe for a patient admitted to a nursing home is typically within 72 hours. This standard allows healthcare facilities to promptly assess and develop a care plan tailored to the patient's immediate needs. In many regulations, including those for intermediate care facilities, the requirement is set explicitly to ensure a timely evaluation of the patient's condition, medication needs, and appropriate interventions. While the 48-hour timeframe in the selected answer might seem reasonable, it does not align with common regulations or practices across nursing homes. 72 hours clearly denotes a balance between promptness in care and the practicalities involved in assessing a new patient comprehensively. This timeframe acknowledges the complexities of conducting a thorough initial assessment within a busy facility environment. The other options, such as a five-day or ten-day period, extend beyond the expected timeframe, which could delay necessary interventions and affect the quality of care provided to residents.

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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://michigan-nursinghomeadministrator.examzify.com

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

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