MONTANA ADMINISTRATOR 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. How frequently is a fire extinguisher serviced?

A. Quarterly

B. Annually

C. Every five years

D. Every two years

2. Who is ultimately responsible for agreeing with or responding to the consultant pharmacist reports?

A. The facility administrator

B. The DON and attending physician

C. The nursing staff

D. The resident's family

3. What does Total Quality Management primarily focus on?

A. Top-down management decisions

B. Training front line workers to make decisions

C. Standardization of processes only

D. Cost-cutting measures

4. Medicaid resident funds totaling in excess of $____ must be deposited in an interest bearing account.

A. $25

B. $50

C. $75

D. $100

5. A document which sets forth an individual's preferences for the use of life prolonging measures (tube feeding, ventilator) if they are incapacitated is called a _____.

A. Advance directive

B. Living will

C. Medical power of attorney

D. Health care directive

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6. What would a facility issue when the survey indicates isolated or minor issues?

A. Notice of compliance

B. Detailed report

C. Notice of isolated deficiencies

D. Corrective action summary

7. The nursing home survey/inspection process primarily focuses on what aspect?

A. Costs and expenses

B. Decor and amenities

C. Outcomes

D. Staffing levels

8. The phase of the state survey where the survey team analyzes and compares observations and findings and determines if any violations were found and their severity is called _____.

A. Information synthesis

B. Data analysis

C. Information analysis

D. Final assessment

9. Which leadership style emphasizes the manager's role as a facilitator rather than a direct leader?

A. Autocratic style

B. Participative style

C. Laissez-faire style

D. Servant leadership style

10. What is considered the fundamental law of the U.S that establishes the responsibilities and rights of the federal courts?

A. U.S. Constitution

B. Federal statutes

C. State constitutions

D. International treaties

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Answers

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

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Explanations

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1. How frequently is a fire extinguisher serviced?

A. Quarterly

B. Annually

C. Every five years

D. Every two years

Fire extinguishers are typically required to be serviced annually to ensure they are in proper working condition. This annual maintenance includes a thorough inspection, testing of the pressure gauge, checking for physical damage, ensuring the unit is easily accessible, and verifying that the extinguisher is full and functional. This annual servicing is essential for compliance with safety regulations and to ensure readiness in case of a fire emergency. While some components of fire extinguishers (like rechargeable models) may require more frequent inspections, the standard annual servicing covers the overall maintenance and readiness. Other options, such as quarterly or biannual servicing, may not be sufficient to meet the regulatory standards or practical needs for fire safety. Additionally, servicing every five years would not adequately address any potential wear and tear that could develop on a more frequent basis.

2. Who is ultimately responsible for agreeing with or responding to the consultant pharmacist reports?

A. The facility administrator

B. The DON and attending physician

C. The nursing staff

D. The resident's family

The responsibility for agreeing with or responding to the consultant pharmacist reports primarily lies with the Director of Nursing (DON) and the attending physician. The rationale behind this is rooted in the roles and responsibilities of these positions within a healthcare facility. The Director of Nursing oversees all nursing staff and is integral in ensuring that medication management practices are aligned with best practices and regulations. The DON would typically be the one to implement any changes recommended by the consultant pharmacist since they manage nursing policies and procedures. The attending physician is also critical in this process, as they are responsible for the overall medical care and treatment plans for the residents. They must review the pharmacist's recommendations to ensure that any medication changes fit within the residents' health plans. This collaborative approach ensures that both nursing care and medical oversight work together to enhance patient safety and medication effectiveness, highlighting the importance of teamwork in healthcare settings. In contrast, the other roles listed, such as the facility administrator, nursing staff, and resident's family, may not have the direct operational authority or clinical expertise needed to address the specific recommendations contained in the pharmacy reports.

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3. What does Total Quality Management primarily focus on?

A. Top-down management decisions

B. Training front line workers to make decisions

C. Standardization of processes only

D. Cost-cutting measures

Total Quality Management (TQM) primarily emphasizes training front line workers to make decisions as a core principle. This approach recognizes that those who are directly engaged in the processes of production or service delivery are often best equipped to identify areas for improvement and implement changes. By empowering these workers with training and decision-making authority, TQM fosters a culture of continuous improvement throughout the organization. Training employees at all levels encourages a shared responsibility for quality, leading to innovation and more efficient problem resolution. This participative approach helps in cultivating a work environment where everyone is focused on quality outcomes, driving the overall success of the organization. Engaging front line workers not only enhances their skills but also allows for greater responsiveness to customer needs. In contrast, options such as top-down management decisions and cost-cutting measures do not align with the TQM philosophy, which values collaboration and a comprehensive approach to quality across all levels of the organization, rather than relying solely on decisions made by upper management or focusing merely on reducing expenses. Additionally, while standardization of processes can be a component of quality management, it is not the sole focus of TQM; rather, TQM seeks to improve overall quality experiential through holistic, participatory practices.

4. Medicaid resident funds totaling in excess of $_____ must be deposited in an interest bearing account.

A. $25

B. $50

C. $75

D. $100

Medicaid regulations stipulate that when a resident's funds exceed a specified amount, those funds must be deposited in an interest-bearing account to protect the resident's assets and potentially benefit them financially. In this case, the threshold amount that triggers the requirement for the establishment of an interest-bearing account is $50. By ensuring that any funds above this limit are placed in an interest-bearing account, it allows the resident to earn interest on their funds, which can help with their overall financial situation while residing in a facility. This regulation highlights the importance of safeguarding residents' financial interests, particularly in healthcare and assisted living settings.

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5. A document which sets forth an individual's preferences for the use of life prolonging measures (tube feeding, ventilator) if they are incapacitated is called a _____.

A. Advance directive

B. Living will

C. Medical power of attorney

D. Health care directive

The correct answer is a living will. A living will is a specific type of advance directive that explicitly outlines an individual's preferences regarding medical treatment, particularly concerning life-prolonging measures, in the event that they become incapacitated and cannot communicate their wishes. It typically addresses situations such as the use of tube feeding or mechanical ventilation, providing clear instructions to healthcare providers and family members about what actions should or should not be taken in those circumstances. While advance directive can refer to a broader category of documents that express a person's healthcare preferences, the living will focuses specifically on end-of-life decisions and care options. Other options, like medical power of attorney, designate a person to make healthcare decisions on someone's behalf but do not specify treatment preferences directly. A health care directive may encompass various forms of advance directives, but the living will is the most precise term for the document that details wishes regarding life-sustaining treatments.

6. What would a facility issue when the survey indicates isolated or minor issues?

A. Notice of compliance

B. Detailed report

C. Notice of isolated deficiencies

D. Corrective action summary

A facility issues a notice of isolated deficiencies when a survey indicates isolated or minor issues. This notice serves to formally communicate to the entity involved about the specific deficiencies identified during the survey process. By issuing this notice, the facility can address the findings without implying that there are widespread or critical problems, thus allowing for a focused approach to rectifying the identified issues. Issuing a notice of isolated deficiencies also assists in maintaining regulatory compliance and ensures transparency in the facility's operations. It highlights the commitment of the facility to continuous improvement and adherence to standards, while providing both the facility and the governing bodies the opportunity to track and remedy the specific concerns efficiently. Other options, such as a notice of compliance, would typically be relevant when a facility meets all standards or requirements, which would not apply in the case of identified issues. A detailed report usually encompasses comprehensive findings and may not be limited to isolated deficiencies. A corrective action summary generally relates to the actions taken in response to identified issues, rather than the issuance of a notice regarding their existence.

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7. The nursing home survey/inspection process primarily focuses on what aspect?

A. Costs and expenses

B. Decor and amenities

C. Outcomes

D. Staffing levels

The nursing home survey or inspection process is fundamentally concerned with outcomes, which refers to the overall quality of care and the experiences of the residents living in the facility. This includes evaluating whether residents' health and well-being are being effectively maintained and improved. Inspectors assess various aspects such as the adequacy of medical care, the effectiveness of rehabilitation services, and the overall satisfaction of the residents. Focusing on outcomes ensures that the primary goal of nursing homes – to provide high-quality care that meets the needs of residents – is being achieved. By concentrating on how well the facility supports its residents, including their physical, emotional, and social well-being, inspectors can make informed judgments about the quality of services provided. In contrast, while factors like costs, decor, amenities, and staffing levels are important to the overall operation and environment of a nursing home, they are secondary to the fundamental goal of ensuring positive resident outcomes. Hence, the emphasis during surveys is placed on how well the care supports resident health and quality of life rather than simply evaluating superficial aspects or financial metrics.

8. The phase of the state survey where the survey team analyzes and compares observations and findings and determines if any violations were found and their severity is called _____.

A. Information synthesis

B. Data analysis

C. Information analysis

D. Final assessment

In the context of a state survey, the phase where the survey team analyzes and compares observations and findings to determine violations and their severity is most accurately referred to as "information analysis." This phase is crucial, as it involves a deep review of the data collected during the survey to synthesize the key elements that impact compliance with regulations and standards. During this phase, the survey team carefully evaluates all relevant information gathered through interviews, document reviews, and observations, ensuring that they understand the context and nuances of the findings. This thorough analysis enables the team to make informed decisions about compliance issues and their potential impacts on the organization being surveyed. Choosing this phase as "information analysis" highlights the systematic approach taken to correlate the data assessed, ensuring that the conclusions drawn are based on solid evidence, which plays a critical role in defining the outcomes of a survey.

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9. Which leadership style emphasizes the manager's role as a facilitator rather than a direct leader?

A. Autocratic style

B. Participative style

C. Laissez-faire style

D. Servant leadership style

The leadership style that emphasizes the manager's role as a facilitator rather than a direct leader is best represented by the Laissez-faire style. This approach is characterized by minimal direct supervision and allows team members to take the initiative, make decisions, and solve problems on their own. The leader provides support and resources but does not impose strict control or direction, enabling team members to work autonomously. In contrast, the other leadership styles involve varying degrees of direct management and leadership engagement. Autocratic leadership relies on a single leader making decisions with little input from team members, while the participative style encourages input and collaboration but still involves the leader guiding the process. Servant leadership focuses on serving the team and prioritizing their needs, which can sometimes include direct leadership efforts to promote growth and empowerment. Therefore, the Laissez-faire approach distinctly positions the leader as a facilitator, supporting the team rather than directing every aspect of their work.

10. What is considered the fundamental law of the U.S that establishes the responsibilities and rights of the federal courts?

A. U.S. Constitution

B. Federal statutes

C. State constitutions

D. International treaties

The U.S. Constitution is regarded as the fundamental law of the United States because it lays the foundational framework for the structure of the federal government, including the judicial branch, and delineates the powers and responsibilities of federal courts. This document outlines not only the establishment of the Supreme Court but also the lower federal courts, their jurisdiction, and the rights of individuals in relation to the government. The Constitution is the supreme law of the land, meaning that all laws and statutes must align with its provisions. Therefore, the rights granted under the Constitution, such as due process and equal protection, directly influence the operations and decisions of federal courts. Additionally, it serves as a reference point for interpreting federal law, guiding judges as they apply and enforce statutes and regulations. In contrast, federal statutes are laws passed by Congress and apply within the framework established by the Constitution. State constitutions govern state courts and jurisdictions but do not pertain to federal courts, while international treaties may interact with U.S. law, they do not serve as the foundational document for the rights and responsibilities of federal courts.

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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://mtadministrator.examzify.com

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

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