PATIENT ADMINISTRATION DIVISION (PAD) MODULE 1 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. Which option is NOT considered a standard data security goal?

A. Accessibility

B. Confidentiality

C. Integrity

D. Availability

2. What is a problem list and how is it used in PAD?

A. A calendar of patient appointments.

B. A billing summary.

C. A list of medications only.

D. A list of active/diagnosed problems used to guide care and documentation.

3. Who is the Command Sergeant Major, U.S. Army Medical Command?

A. Command Sergeant Major Gerald C. Ecker

B. Lieutenant General Nadja Y. West

C. Mr. Robert L. Goodman

D. Major General Patrick D. Sargent

4. Which statement best describes reducing risk by restricting access to the minimum necessary?

A. Grant access to all staff for convenience

B. Oversee by supervisor

C. Reduces risk by limiting access to the minimum necessary.

D. Abolish audits

5. Which branch has responsibility for Medical Evaluation Boards (MEB) and Temporary Disability Retirement List (TDRL)?

A. Outpatient records

B. Medical Records branch

C. Patient Affairs branch

D. Branches of PAD in a Combat Support Hospital

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6. Who is the Deputy Surgeon General / Deputy Commanding General (Support)?

A. Lieutenant General Nadja Y. West

B. Major General Patrick D. Sargent

C. Command Sergeant Major Gerald C. Ecker

D. Major General Robert D. Tenhet

7. Which statement correctly defines PHI and PII and their protection need?

A. PHI = Personal Health Information; PII = Protected Individual Information

B. PHI = Public Health Information; PII = Personally Identifiable Information

C. PHI = Protected Health Information; PII = Personally Identifiable Information; both require privacy protections

D. PHI = Patient Health Indicator; PII = Patient Identity Information

8. Which MEDCOM organization manages dental services?

A. USAPHC

B. DENCOM

C. MRMC

D. WTC

9. What is an accounting of disclosures and why is it required?

A. A log of PHI disclosures; it supports patient rights requests and regulatory compliance.

B. A list of authorized staff in the privacy department.

C. A file containing all patient billing information.

D. A summary of clinical notes for audits.

10. What does UBO stand for?

A. Uniform Billing Office

B. Uniform Business Office

C. Unified Budget Office

D. United Benefits Office

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Answers

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

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Explanations

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1. Which option is NOT considered a standard data security goal?

A. Accessibility

B. Confidentiality

C. Integrity

D. Availability

The main concept here is the standard data security goals, known as the CIA triad: confidentiality, integrity, and availability. Confidentiality protects data from unauthorized access; integrity keeps data accurate and unaltered; availability ensures authorized users can access data and systems when needed. Accessibility isn't part of this established triad, even though it relates to how easily data can be used. In security terms, focusing on accessibility alone could weaken controls around who can see or change data, whereas confidentiality, integrity, and availability together cover protecting, preserving, and reliably providing data to the right people. So, accessibility is not a standard data security goal.

2. What is a problem list and how is it used in PAD?

A. A calendar of patient appointments.

B. A billing summary.

C. A list of medications only.

D. A list of active/diagnosed problems used to guide care and documentation.

A problem list is a living record of a patient's active and diagnosed problems used to guide care and documentation. It serves as a central reference for clinicians to see what issues are currently being addressed, helping to prioritize interventions, plan treatments, and ensure the medical record accurately reflects the patient's needs. It isn't just a calendar of appointments, a billing summary, or a list limited to medications; it encompasses the health issues that drive decisions and orders across the care team. In PAD, keeping the problem list up to date supports coordinated care, informs discharge planning, and helps ensure accurate documentation and coding by clearly linking the active problems to the care the patient receives.

3. Who is the Command Sergeant Major, U.S. Army Medical Command?

A. Command Sergeant Major Gerald C. Ecker

B. Lieutenant General Nadja Y. West

C. Mr. Robert L. Goodman

D. Major General Patrick D. Sargent

The main idea is recognizing the senior enlisted leader who acts as the top enlisted advisor to the Army Medical Command's commander and the Surgeon General. This role is filled by Command Sergeant Major Gerald C. Ecker, who brings extensive Army Medical Command experience and serves to advise on enlisted readiness, standards, and professional development across MEDCOM. The other names are different types of leaders: Nadja Y. West is a Lieutenant General and serves as the Army Surgeon General, a general-officer role, not the senior enlisted position in MEDCOM; Patrick D. Sargent is a Major General, also a general officer; and Robert L. Goodman is not the MEDCOM Command Sergeant Major.

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4. Which statement best describes reducing risk by restricting access to the minimum necessary?

A. Grant access to all staff for convenience

B. Oversee by supervisor

C. Reduces risk by limiting access to the minimum necessary.

D. Abolish audits

The main idea is applying the principle of least privilege: give each user only the access they need to perform their job. This approach minimizes what could be misused or exposed, reducing the chances of data breaches or mistakes. The statement that best describes this is reducing risk by limiting access to the minimum necessary, because it directly communicates both the restriction and its purpose—protecting information and systems by not granting unnecessary rights. Granting access to all staff for convenience undermines this principle and raises risk. Relying on supervision alone doesn't actually restrict access. Abolishing audits removes an essential check that helps catch permission abuses or misconfigurations, increasing risk.

5. Which branch has responsibility for Medical Evaluation Boards (MEB) and Temporary Disability Retirement List (TDRL)?

A. Outpatient records

B. Medical Records branch

C. Patient Affairs branch

D. Branches of PAD in a Combat Support Hospital

Disability-related administrative actions, like Medical Evaluation Boards and the Temporary Disability Retirement List, are handled through the department that coordinates the patient's status and benefits within the unit. The Patient Affairs branch is responsible for these processes because they manage the medical-legal documentation, board actions, and updates to a service member's personnel and retirement status. While other branches deal with where records are stored or how clinical data is organized, the Patient Affairs team specifically oversees coordination of medical boards and temporary disability retirement workflows, ensuring timely processing and proper integration with the service member's records.

6. Who is the Deputy Surgeon General / Deputy Commanding General (Support)?

A. Lieutenant General Nadja Y. West

B. Major General Patrick D. Sargent

C. Command Sergeant Major Gerald C. Ecker

D. Major General Robert D. Tenhet

This role tests knowledge of who currently fills the Deputy Surgeon General and Deputy Commanding General (Support) position within the Army Medical Command. This two-star officer acts as the right hand to the Surgeon General, taking responsibility for the medical support side of MEDCOM—leading readiness, resources, logistics, facilities, and administrative policies that enable Army medicine to operate effectively across all settings. The person holding this dual title is Major General Robert D. Tenhet, who serves as both Deputy Surgeon General and Deputy Commanding General (Support). This distinguishes him from the Surgeon General, who is the senior leader directing the entire Army Medical Department, and from enlisted leadership such as a Command Sergeant Major, who does not hold a general-officer appointment.

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7. Which statement correctly defines PHI and PII and their protection need?

A. PHI = Personal Health Information; PII = Protected Individual Information

B. PHI = Public Health Information; PII = Personally Identifiable Information

C. PHI = Protected Health Information; PII = Personally Identifiable Information; both require privacy protections

D. PHI = Patient Health Indicator; PII = Patient Identity Information

Understanding privacy classifications starts with what each term means and why it matters for protection. PHI stands for Protected Health Information, the data that identifies a patient and relates to their health, treatment, or payment. It's specifically protected under HIPAA, which sets strict safeguards for how this health data can be used and shared. PII means Personally Identifiable Information, which is any information that could identify an individual. Privacy protections apply to PII under various laws and organizational policies to reduce risk of misuse or harm. Because PHI is health information that can identify someone, it clearly requires safeguards. And because PII covers a broad range of identifying data, it also needs protection to prevent disclosure or misuse. That's why the statement that both require privacy protections is the best choice. The other options use nonstandard terms or misdefine the acronyms (for example, "Protected Individual Information," "Public Health Information," or nonstandard phrases like "Patient Health Indicator"), which aren't the recognized definitions.

8. Which MEDCOM organization manages dental services?

A. USAPHC

B. DENCOM

C. MRMC

D. WTC

In the Army MEDCOM structure, dental services are overseen by the United States Army Dental Command. This organization, known as DENCOM, is dedicated to policy, command and control, and provisioning of all Army dental activities. It ensures dental readiness across Army medical facilities, standardizes care, and handles training and manpower for the dental corps. Other organizations have different roles: USAPHC focuses on public health rather than direct dental management; MRMC handles medical research and materiel; WTC concentrates on care and transition for wounded, ill, or injured soldiers.

9. What is an accounting of disclosures and why is it required?

A. A log of PHI disclosures; it supports patient rights requests and regulatory compliance.

B. A list of authorized staff in the privacy department.

C. A file containing all patient billing information.

D. A summary of clinical notes for audits.

An accounting of disclosures is a record that shows when protected health information (PHI) has been disclosed to outside parties, including to whom, when, and for what purpose, with certain exceptions. This log is required so patients can request an accounting of who has accessed or received their PHI and why, and it helps organizations demonstrate compliance during regulatory reviews and audits. It promotes transparency about data sharing beyond the minimum necessary and supports patient rights to understand how their information is used. This isn't a roster of privacy department staff, nor a file of all patient billing details, nor a summary of clinical notes for audits. Those would serve different purposes: staff listings manage internal access control, billing files relate to financial information, and clinical notes are part of medical records used for care and documentation.

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10. What does UBO stand for?

A. Uniform Billing Office

B. Uniform Business Office

C. Unified Budget Office

D. United Benefits Office

UBO stands for Uniform Business Office. In patient administration, this department is responsible for the financial side of care—posting charges, applying payments, handling insurance settlements, and offering financial counseling to patients. The word Uniform signals standardized, consistent processes across the facility, which helps ensure accurate billing and smooth interactions with both patients and payers. The other terms describe different concepts (billing forms, budgeting, or benefits) that aren't the standard name for the patient financial services unit in most medical facilities.

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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://padmodule1.examzify.com

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

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