

### **Risk Management Questions:**

1. The American with Disabilities Act (ADA) applies to employees who employ:
  - a. 15 or more employees for each working day in each of 20 or more calendar weeks.
  - b. 50 or more employees for each working day in each of 15 calendar weeks.
  - c. 20 or more employees for each working day in each of 15 calendar weeks.
  - d. 50 or more employees for each working day in each of 20 calendar weeks.
  
2. A formal grievance policy must include which of the following?
  - a. Job descriptions
  - b. Actions adversely affecting employee status
  - c. Wage and salary benefits
  - d. Traditional management rights
  
3. According to the Department of Labor, a work week consists of:
  - a. five consecutive days
  - b. seven consecutive 24-hour periods
  - c. 12:00 midnight Sunday to 11:59 pm Sunday
  - d. average number of hours worked during the pay period
  
4. The Occupational Safety and Health Act (OSHA) imposes upon all employers a general duty to maintain a safe work place and to comply with the act's safety and health standards. Who has liability for temporary workers under the Act?
  - a. The agency supplying the temporary worker
  - b. The employer utilizing the temporary worker
  - c. The temporary worker is excluded from coverage
  - d. The State Workers Compensation Fund
  
5. All of the following statements concerning corporate compliance plans are true EXCEPT:
  - a. they establish a mechanism for employee training on how to handle coding and billing errors
  - b. they are the internal mechanisms or steps that an organization implements to prevent and detect violations of law
  - c. they may result in lesser criminal sanctions if implemented effectively
  - d. they are mandated by the Department of Health and Human Services (HHS) Office of the Inspector General (OIG)
  
6. Which of the following practices should be avoided to safeguard against the allegation of provider fraud?
  - a. Failing to bill secondary carriers
  - b. Bundling services
  - c. Waiving co-pays and deductibles
  - d. Utilizing multiple fee schedules
  
7. Which of the following steps will reduce the risk of fraudulent or embezzlement activities?
  - a. Requiring only one trust-worthy employee to have control over the entire sequence of cash transactions

- b. Requiring employees with the authority to sign checks to make bank deposits
  - c. Requiring each employee to take time away from the office
  - d. Advising patients to make checks payable to the physician, not the practice
8. Which of the following is NOT true regarding the adoption of a compliance plan by the board of directors of a medical group?
- a. Guarantees that the federal government will not audit the medical group
  - b. Provides documentation of the date of the medical group's formal commitment to establish the plan
  - c. Establishes the point at which attorney-client privilege will apply
  - d. Conveys that the medical group is fully committed to achieving genuine compliance
9. Which of the following legal terms requires a provider to explain the risks, benefits and alternatives connected with a procedure?
- a. Imputed liability
  - b. Standard of care
  - c. Informed consent
  - d. Breach of confidentiality
10. Corporate compliance program guidelines have been promulgated by:
- a. the Health Care Financing Administration (HCFA)
  - b. Congressional Legislation
  - c. the Office of the Inspector General (OIG)
  - d. The Office of the U.S. Attorney General
11. A policy to address business ethics of shareholders is usually designed to focus on what types of activity?
- a. Conflicts of interest
  - b. Lunches provided by drug representatives
  - c. Gifts from vendors
  - d. Minor gifts from patients
12. Organizational memory is maintained by recording corporate decision making in order to provide future reference in which document?
- a. Articles of incorporation
  - b. Board of directors meeting minutes
  - c. Property tax returns
  - d. Corporate tax returns
13. The document which describes how a medical group will maintain documentation of patient care is the:
- a. corporate bylaws
  - b. corporate policy manual
  - c. patient medical record
  - d. corporate compliance plan

14. Which of the following steps will NOT reduce the risk of fraudulent or embezzlement activities?
- Reconcile cash receipts posted into the computer system with cash actually deposited in the bank monthly
  - Ensure that employees who handle cash disbursements also prepare accounting records
  - Give receipts to patients paying cash over the counter
  - Require receipts for petty cash disbursements over \$50.00
15. Which of the following is NOT a type of medical practice business liability insurance?
- continual overhead insurance for non-physician employees
  - professional liability for physician employees
  - workers compensation
  - errors and omissions
16. In medical malpractice, the term statute of limitations refers to the:
- time limit for legal action in a malpractice claim
  - minimum amount of damages that can be assessed
  - statutory limit on the amount an attorney may charge for representation
  - maximum amount of damages that can be assessed
17. An organization that administers group benefits and claims for a self-funded company or group is known as:
- health maintenance organization (HMO)
  - prepaid limited health service administrator
  - third party administrator
  - independent insurance organization
18. The roles and responsibilities of the Board of Directors for a medical practice is delineated in which legal document?
- Employment Agreement
  - Corporate Bylaws
  - Executive Committee Minutes
  - Articles of Incorporation
19. Medical malpractice judgments against physicians are reported to which of the following agencies?
- National Practitioner Data Bank (NPDB)
  - American Medical Association (AMA)
  - National Council of Alcoholism and Drug Dependence
  - Health Care Financing Administration (HCFA)
20. For which of the following reasons may an employee file a grievance?
- Transfers based on the company's need

- b. Discipline process
- c. Changes in shifts with sufficient notification
- d. Reassignments within the similar job category

21. When addressing physician impairment, the fundamental responsibility of the governing body of a medical group is:

- a. physician protection
- b. patient safety
- c. public image
- d. staff notification

22. The responsibilities of a medical practice executive include identifying, assessing and addressing legal and financial issues. The successful executive should:

- a. know when to seek counsel from an appropriate advisor
- b. be an expert in every situation
- c. contact an appropriate advisor first
- d. base decisions on a variety of legal and financial references

23. Which of the following organizations/agencies publishes specific requirements for the annual training of employees facing occupational exposure to bloodborne pathogens?

- a. Joint Commission on Accreditation of Healthcare Organizations (JCAHO)
- b. U.S. Environment Protection Agency (EPA)
- c. Center for Disease Control (CDC)
- d. Occupational Safety and Health Administration (OSHA)

24. Which of the following factors is MOST important to assessing a medical practice's readiness to accept risk?

- a. Number of physicians in the practice
- b. Stability of the practice and its resources
- c. Length of time since the last physician was added to the practice
- d. Degree of income variability from one month to the next

Answers:

1. a
2. b
3. b
4. b
5. d
6. c
7. c
8. a
9. c
10. c
11. a
12. b
13. b
14. b
15. a
16. a
17. c
18. b
19. a
20. b
21. b
22. a
23. d
24. b