

Medical Office

<u>Test Name</u>	<u>Language</u>	<u>Test Type</u>	<u>Test Time</u>	<u>Description</u>
HIPAA - Standard	English	Skill/ Knowledge	15 minutes	This test assesses examinees understanding of national standard to protect the privacy of personal health information as specified in the US Health Insurance Portability and Accountability Act (HIPAA).
ICD-10-CM	English	Skill/ Knowledge	10 minutes	This test assesses examinees' knowledge of ICD-10-CM coding, including features, code sets and code structure.
ICD-10-CM (Requires Manual)	English	Skill/ Knowledge	20 minutes	This test assesses examinees' ability to use ICD-10-CM codes by referencing the manual to properly code a diagnosis.
Medical Billing - Basic Skills	English	Skill/ Knowledge	45 minutes	Multiple-choice beginner questions on medical billings topics such as claims procedures, rejections and forms identification.
Medical Billing - Forms	English	Skill/ Knowledge	45 minutes	Questions covering standard health insurance billing forms in the United States.
Medical Billing - Standard	English	Skill/ Knowledge	45 minutes	Questions covering standard medical billing practices in the United States.
Medical Coding	English	Skill/ Knowledge	10 minutes	This test measures examinees' knowledge and skill of medical coding in the U.S.
Medical Records Administrator	English	Skill/ Knowledge	20 minutes	This test measures knowledge of Records, Analysis, Environment, Systems & Technology, and Organization & Management.
Medical Secretary Test	English	Skill/ Knowledge	10 minutes	This test assesses examinees' basic medical secretary knowledge and skills such as billing & insurance, filing & paperwork, phone & messaging, and scheduling.
Medical Test - Medical Insurance	English	Skill/ Knowledge	10 minutes	This test assesses examinees' basic knowledge of U.S. medical insurance practices.
Medical Test - Prefixes and Suffixes	English	Skill/ Knowledge	15 minutes	Questions covering basic knowledge of prefixes and suffixes used in medical terminology.
Shorthand - Medical (Audio)	English	Skill/ Knowledge	5 minutes	Examinees transcribe into shorthand a document containing medical terminology that is read aloud, then type the document from their shorthand notes into the computer for automatic grading.

Spelling - Medical	English	Skill/ Knowledge	15 minutes	Examinees select the correct spelling of words specific to medical environments.
Transcription - Medical	English	Simulation	5 minutes	Examinees type a medical document that is read aloud.
Typing Test - Medical	English	Simulation	5 minutes	Tests typing speed and error rate while copying a text specific to medical environments.
UK Shorthand - Medical (Audio)	English for UK	Skill/ Knowledge	5 minutes	Examinees transcribe into shorthand a document containing medical terminology that is read aloud, then type the document from their shorthand notes into the computer for automatic grading.
Vocabulary - Medical	English	Skill/ Knowledge	10 minutes	Examinees are asked to select the correct meaning of words specific to medical environments.