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CMAA practice test | 56 Questions And Answers 100% Correct | Updated 2024

Which of the following is an appropriate strategy for scheduling a pt who was late for his two previous appointments? - ANSWER Schedule the pt for the last appointment of the day

A CMAA should take which of the following actions to confirm a new patient first appointment without violating the patient's privacy? - ANSWER Speak with the patient on the phone

Which of the following information is necessary to confirm patients demographics? - ANSWER None of Privacy Practices (NPP)

A provider leaves town without leaving a contact number and coverage for patients he is treating. He is at risk for being accused of which of the following? - ANSWER abandonment

A provider asks a CMAA to schedule a patient next appointment for arthrocentesis of the right should. This would be an appointment for which of the following? - ANSWER Injection of medicine into the right shoulder joint

A patient requests a follow-up visit for an unavailable time slot. Which of the following actions is appropriate for the CMAA to take? - ANSWER Schedule an appointment closest to the requested time slot

A dental office increases the cost of a routine teeth cleaning. The medical administrative assistant should take which of the following actions? - ANSWER Update the fee schedule

Which of the following forms is required to ensure a clean claim for an established patient - ANSWER Encounter form

Which of the following sections of a patient progress note contains the reason for the visit? - ANSWER CC

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CMAA Certified Construction Manager (CCM) Sample Questions (Q59-Q64):

NEW QUESTION # 59

Which of the following addresses the administrative and reporting requirements for a Construction Manager during execution of a project?

- A. Construction Administration Guidelines
- B. **Contract Administration Guidelines**
- C. Project Administration Guidelines
- D. Standards of Practice

Answer: B

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

According to the CMAA Construction Management Standards of Practice (SOP), under Chapter 6 - Contract Administration, the Contract Administration Guidelines establish the administrative, documentation, and reporting requirements necessary for the Construction Manager (CM) to effectively manage and control project execution in accordance with the contract.

The CMAA defines Contract Administration as:

"The process of managing the relationship between the contracting parties, ensuring compliance with the terms and conditions of the contract, maintaining required documentation, processing payments and changes, and providing the necessary reports to support project management decisions." The Contract Administration Guidelines specifically describe the CM's duties in:

- * Maintaining contract files, correspondence logs, and submittal registers.
- * Processing Requests for Information (RFIs), submittals, and change orders.
- * Administering pay applications and progress reporting.
- * Ensuring documentation complies with project recordkeeping and audit requirements.

These guidelines serve as the CM's reference for consistent and compliant administrative procedures throughout the project's execution phase.

- * Option A (Project Administration Guidelines) is not a recognized CMAA standard category.
- * Option B (Standards of Practice) refers to the overall CMAA publication containing all management disciplines, not specific administrative procedures.
- * Option C (Construction Administration Guidelines) is a general term and not formally identified by CMAA as a standalone set of guidelines.

Therefore, the correct answer is D. Contract Administration Guidelines because it directly addresses the CM's administrative and reporting responsibilities during project execution.

References (CMAA Construction Manager Documents / Study Guide):

- * CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 6 - Contract Administration, Section: "Administrative Procedures and Documentation," pp. 60-64.
- * CMAA CM Study Guide, Contract Administration Domain, Objective 6.3: "Administer contract documentation and reporting in accordance with project and contractual requirements."

NEW QUESTION # 60

Under the Brooks Act, professional services of architects and engineers on federal projects must be

- A. qualification-based rather than bid.
- B. audited every six months.
- C. contracted before GC services.
- D. funded by public dollars.

Answer: A

Explanation:

According to the Brooks Act (codified in U.S. law for federal procurement of architect/engineering services), agencies must select

architectural and engineering (A/E) professional service firms based on qualifications rather than by competitive bidding on price. The firm is selected on the basis of demonstrated competence and qualifications, and then fees are negotiated. This ensures that technical competency drives selection, not lowest cost. Options A and B are not requirements of the Brooks Act. Option D is not inherent in its provisions—there is no strict requirement that A/E services must be contracted before general contractor services, though design is typically procured first. Thus, the correct choice is C.

NEW QUESTION # 61

Contract administration includes, but is not limited to, planning for implementation of drawings, specifications, and

- A. licenses.
- B. permits.
- C. owner's scope of work.
- D. standards.

Answer: D

Explanation:

The CMAA Standards of Practice (Chapter 6 - Contract Administration) describes that the CM's role in contract administration includes planning for the implementation of drawings, specifications, and applicable standards. It states:

"Contract administration includes establishing and maintaining procedures for the implementation of drawings, specifications, standards, and contract requirements." Standards ensure that construction meets established technical and performance criteria. The CM must integrate these elements to maintain quality and compliance during the execution phase.

References (CMAA Construction Manager Documents / Study Guide):

CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 6 - Contract Administration, Section "Planning for Contract Implementation." CMAA CM Study Guide, Contract Administration Domain, Objective 6.1: "Plan and implement contract requirements including drawings, specifications, and standards."

NEW QUESTION # 62

Which delivery method, if not properly coordinated, introduces the strong possibility of work scope being duplicated or even omitted?

- A. CM at Risk (CMAR)
- B. Design Build (DB)
- C. Multi-Prime
- D. Design-Bid-Build (DBB)

Answer: C

Explanation:

The CMAA Standards of Practice explain that Multi-Prime delivery involves multiple contractors each working under separate contracts directly with the Owner. The absence of a single point of contractual coordination can result in scope overlaps or gaps if the CM or Owner does not maintain tight coordination among all primes.

As noted in the SOP:

"The potential for duplication or omission of work scope is greatest in a multi-prime contracting arrangement, where the responsibility for interfaces between contracts must be clearly defined and managed by the Construction Manager." This risk is unique to the Multi-Prime method because, unlike CMAR or Design-Build, there is no single entity responsible for all construction coordination.

References:

CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 2 - Project Management, Section: "Project Delivery Methods," pp. 19-20.

CMAA Study Guide, Project Management Domain, Objective 2.1.

NEW QUESTION # 63

Lifecycle analysis of a project will provide the greatest impact during which of the following phases?

- A. Construction

- B. Design
- C. Procurement
- D. Pre-Design

Answer: D

Explanation:

According to the CMAA Standards of Practice, lifecycle analysis (LCA) is most effective when applied early in project planning—specifically during the Pre-Design phase—because the ability to influence materials selection, building systems, and operational efficiency is at its highest before design decisions are finalized.

The CMAA defines lifecycle analysis as:

"An evaluation of the total cost and performance of a facility over its useful life. Lifecycle assessment is most effective when conducted during the Pre-Design phase, where project alternatives can be compared, and design direction can be influenced."

During later phases, such as design or construction, changes have diminishing cost-benefit potential.

Therefore, the Pre-Design phase is where lifecycle analysis yields the greatest impact on sustainability, cost, and performance outcomes.

References:

CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 8 - Sustainability and Environmental Stewardship, Section: "Lifecycle Costing," pp. 78-80.

CMAA CM Study Guide, Sustainability Domain, Objective 8.1.

NEW QUESTION # 64

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