



**HEALTH ADMINISTRATION PROCEDURES**

(610)

**REGIONAL 2022**

**Multiple-Choice Questions:**

 **30 questions @ 5 points each \_\_\_\_\_\_\_\_\_\_ (150 points)**

**Production:**

 **Job 1: Excel Spreadsheet \_\_\_\_\_\_\_\_\_\_ (100 points)**

 **Job 2: Memorandum \_\_\_\_\_\_\_\_\_\_ (100 points)**

 **TOTAL POINTS \_\_\_\_\_\_\_\_\_\_ (350 points)**

**Test Time: 60 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Member must hand in this test booklet and all printouts.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**EXAM GUIDELINES:**

1. Ensure this test booklet contains Jobs 1 and 2.
2. Key all jobs according to the instructions given.
3. Correct any and all formatting, spelling or grammar errors. Use the formatting guide in the *Style & Reference Manual***.**
4. Your name or initials should *not* appear on any work you submit. Use your Member ID in any occasion you would normally key your reference initials.
5. In the lower **right-hand corner** of ALL work submitted (unless otherwise specified), key your Member ID and job number.
6. If you complete the event before the end of the time allotted, notify the proctor. Time may be considered a factor in determining a winner when there is a tie score.
7. Place your scoring sheet on top of your jobs. Jobs should be placed in numerical order.

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| **PRODUCTION STANDARDS** |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

**Multiple-Choice Answers:**

|  |  |
| --- | --- |
| 1. **D**
 | 1. **D**
 |
| 1. **C**
 | 1. **A**
 |
| 1. **D**
 | 1. **C**
 |
| 1. **B**
 | 1. **B**
 |
| 1. **A**
 | 1. **D**
 |
| 1. **B**
 | 1. **D**
 |
| 1. **B**
 | 1. **D**
 |
| 1. **B**
 | 1. **C**
 |
| 1. **A**
 | 1. **C**
 |
| 1. **A**
 | 1. **B**
 |
| 1. **B**
 | 1. **C**
 |
| 1. **C**
 | 1. **D**
 |
| 1. **A**
 | 1. **C**
 |
| 1. **D**
 | 1. **C**
 |
| 1. **B**
 | 1. **B**
 |

**Job 1: Excel Spreadsheet – Purchase Order for Medical Supplies – 100 Points**

|  |
| --- |
| **Boynton Beach Medical Clinic****Purchase Order** |
| Vendor:MedCare Medical Supplies1913 NE 7th AvenueChicago, IL 80972 |  | Telephone:505-459-0098 | Fax:800-237-1477 |  |
|  |
| ***Item*** |  |  | ***Order Qty.*** | ***Unit*** | ***Price*** |  |
| Disposable Shoe Covers |  |  | 1 | Per 300 | 22.69 | 22.69 |
| Disposable Cap |  |  | 1 | Per 100 | 4.55 | 4.55 |
| Disposable Patient Gown |  |  | 8 | Per dozen | 6.80 | 54.40 |
| Disposable Patient slippers |  |  | 8 | Per Dozen | 4.98 | 39.84 |
| Disposable Thermometers |  |  | 10 | Per 100 | 8.98 | 89.80 |
| Disposable Face Masks |  |  | 8 | Per 50 | 7.90 | 63.20 |
|  |  |  |  | ***Total*** |  | **$274.48** |

|  |  |
| --- | --- |
| Total Row Added | 10 Points |
| Total Column Added | 10 Points |
| Design of Form | 10 Points |
| **PRODUCTION STANDARDS** |
| 0 Errors | 70 Points |
| 1 Error | 63 Points |
| 2 Errors | 49 Points |
| 3 Errors | 35 Points |
| 4+ Errors | 0 Points |

***Note to Graders:***

Table format and style may vary.

Contestant Number – Job 1

**Job 2 - Memorandum – 100 Points**

**Memorandum**

**TO:** Tracy Fitzgerald, Support Services Department

**FROM:** Julie Smith, Human Resources Manager

**DATE:** (Current)

**SUBJECT:** Applications Needed ***(Subject line word may vary).***

Our supply of patient applications is running low. Please send us two boxes of these forms as soon as possible. These should last us for a couple of months.

In addition, we need two laser printer cartridges for our HP-M231 printer. Please be sure to have these on hand in your office as we will be needing more for a huge project we are working on next month.

Thank you very much, Tracy. We look forward to receiving our supplies. If you have any questions, call Extension 237.

Contestant Number

|  |
| --- |
| **PRODUCTION STANDARDS** |
| 0 Errors | 100 Points |
| 1 Error | 90 Points |
| 2 Errors | 70 Points |
| 3 Errors | 50 Points |
| 4+ Errors | 0 Points |

Contestant Number – Job 2