

# Health Administration

**Midterm exam**  
Wareed batch

إعداد



★ 1. A departmental manager does all the following EXCEPT?

Select one:

- a. Carry out plans laid down by the Chief Executive Officer (CEO)
- b. Transfer information from a shift boss to the Chief Operating Officer (COO)
- c. Inspire and motivate other junior department manager
- d. Are in charge of the employment and training of the lower levels
- e. Give instructions to the Board of Directors on their day to day jobs

★ 2. The following are true about HA, EXCEPT?

Select one:

- a. Advances in medical science and the growth of hospitals lead to HA development
- b. Hospitals in our times are not as organized and efficient as they were in the 20th century.
- c. Government role in healthcare delivery has increased over the last century
- d. HA is needed for the success of any public health program on All levels.
- e. Decision making in HA can be done on both short and long term

3. Unity of Command is?

Select one:

- a. Each department has one person in charge with authority to make command
- b. Each department has multiple people in charge and a vote is taken when commands are made
- c. Not one person is in charge
- d. The department makes one command at a time
- e. A command is only made in emergencies

4. All are true about the Garbage can model of decision making, EXCEPT?

Select one:

- a. Common in organizations which are characterized by ambiguity
- b. Occur step by step
- c. Solutions and problems are matched often by chance
- d. Decisions are made as a result of the interaction between: Problems, solutions, participants, and choice opportunities
- e. It is a non-rational model

5. A staff manager in a hospital is working out a schedule to ensure that all the nursing staff arrive at the hospital on time This is a?

- a. Non programmed decision
- b. Programmed decision
- c. Risk decision
- d. Crisis decision
- e. Certainty decision

6. Directorates of health are examples of which level of administration?

- a. Central level
- b. Intermediate level
- c. Local level
- d. International level
- e. Global level

7. Acute care hospital facilities?

- a. Provide long-term care
- b. Outpatient
- c. Provide only diagnostic care
- d. Twenty-four hours a day
- e. Assisted living

**8. Which of the following is TRUE about HA?**

Select one:

- a. The work of professionals in healthcare administration occurs behind the scenes
- b. Health care administrators are not considered health care professionals
- c. The role of a Public Health Administrator is to manage both clinical and non-clinical operations
- d. HA is a field of business only.
- e. HA concentrates on management of programs, not people.

**9. Breaking even means that the facility has?**

Select one:

- a. Revenues exceeding expenditures
- b. Expenditures exceeding revenues
- c. Revenues and expenditures that are equal
- d. No expenditures at all
- e. No revenue at all

**10. Regarding Gross Domestic Product (GDP) and Gross National Income (GNI), ONE is true?**

Select one:

- a. GNI depends where the economic activity is located
- b. GDP depends on where the people (owners of the labour and capital) are located
- c. GDP includes net income from abroad
- d. GNI can be measured by output, expenditure and income methods
- e. GDP is the money value of all the goods and services produced within a country

**11. Management includes all the following EXCEPT?**

Select one:

- a. It is a division of administration
- b. It is the operational part of administration
- c. Transforms outputs into inputs
- d. Goals and Objectives achievement are examples of outputs
- e. A conversion mechanism

**12. ONE is true about "Revenue collection"?**

Select one:

- a. The second stage of financing flow
- b. Revenue collectors should be different from poolers or purchasers
- c. Taxation should not be a mechanisms for collecting revenue
- d. Private insurance do not contribute in revenue collection
- e. It includes all funds for health care except from donations

**13. ONE is TRUE about factors that have led to more need for formal care?**

Select one:

- a. Increased extended families
- b. Changes in caring obligations in most modern societies
- c. Lesser number of elderly people living alone
- d. Family members live near each other
- e. Decreased numbers of nuclear families

**14. One is True about strategic purchasing?**

Select one:

- a. It is unintentional
- b. Seeks less quality
- c. More cost effective than passive purchasing
- d. Predetermined budget is used
- e. Usually higher prices are selected

**15. In a condition of certainty?**

Select one:

- a. Most outcomes are known
- b. The decision is already made
- c. All outcomes of all alternatives are known
- d. Some alternatives are not known
- e. The probability of occurrence of certain outcomes cannot be assessed

**16. Which style of management would be most effective in an emergency situation?**

Select one:

- a. Autocratic
- b. Democratic
- c. Bureaucratic
- d. Permissive
- e. Laissez faire

**17. The "O" in POSDCORB stands for?**

Select one:

- a. Organizing and Coordination
- b. Organizing
- c. Reporting
- d. Coordination
- e. Ordering

**18. If Ahmed, Omar, and Manal medications cost \$20, \$25, and \$30, respectively, and when they visit the health center, each one of them pays \$25. ONE is true?**

Select one:

- a. Ahmed is cross subsidizing Manal for \$5.
- b. Ahmed is charged less than the cost of his medication
- c. The financial risk is not shared between the three
- d. Omar's financial risk is not pooled
- e. Manal will bear the full risk of paying for her medication

**19. The following reasons explain why Decision making should be Evidence-Based, EXCEPT?**

Select one:

- a. Much information and little time
- b. More expensive
- c. Decrease dependency on intuition
- d. Gives more Value of scientific knowledge for decision making
- e. Better transparency

**20. A 48 year old patient was admitted at 12 p.m on the 20th of April to hospital and was discharged at 12 p.m on the 22th of April from hospital, one is TRUE? Select one:**

- a. He was kept 48 hours and 3 dates of service
- b. 48 hours and 2 dates of service
- c. 48 hours and 48 dates of service
- d. 72 hours and 3 dates of service
- e. 72 hours and 72 dates of service

**21. According to Katz's skills model, which two skills are most important for the shift boss?**

Select one:

- a. Technical skill and human skill
- b. Human skill and conceptual skill
- c. Technical skill and conceptual skill
- d. Autocratic skill and Human skill
- e. All skills are equally important.

**22. One is TRUE about Hospices health care facilities?**

Select one:

- a. End-of-life (mercy killing) service
- b. They treat the disease
- c. Pain control is important
- d. Focus on the patient's family
- e. It is a service for elderly only

**23. All the following are TRUE about lower level managers, EXCEPT? Select one:**

- a. First line managers
- b. Responsible for production quantity and quality
- c. Organize the division or departmental activities
- d. Give periodic reports to middle level management
- e. The head nurse is an example of lower level manager

**24. Practice of appointing relatives and friends in one's organization to positions even if others who applied might be better qualified is?**

Select one:

- a. Nepotism
- b. Staffing
- c. Outsourcing
- d. Redeployment
- e. Shortlisting applicants

**25. Which one of the following apply for the rational decision making model?**

Select one:

- a. Incomplete information
- b. A goal not well established
- c. Unstructured problem
- d. Non-ordinal approach
- e. Ideal

**26. Walk-in clinics are?**

Select one:

- a. Appointment clinics
- b. Private clinics
- c. Inpatient clinics
- d. Limited scope of services
- e. Service that walks to patient's home

**27. Which match is RIGHT?**

Select one:

- a. Copayment\_ depends on what is provided during the visit X
- b. Coinsurance Fixed amount X
- c. Deductible\_ Per each patient X
- d. Capitation\_ paid out of pocket X
- e. Per diem Varies in departments

**28. Which entity may be known as a third-party payer? Select one:**

- a. Physician
- b. Patient
- c. Hospital
- d. Health insurance company
- e. Ministry of Finance

**29. Which of the following best describe the Satisficing model?**

Select one:

- a. Insufficient
- b. Very satisfying
- c. Accepts suboptimal solution
- d. All alternatives determined
- e. Not criteria dependent

**30. With which of the following groups of employees, Laissez-faire leadership is most likely to be effective?**

Select one:

- a. A team of experienced employees who have worked together for years and enjoy undertaking new plans.
- b. A group of young employees, fresh graduates and this is their first real job.
- c. Employees who are generally competent but somewhat lazy.
- d. Employees who have experience with performing routine tasks over and over.
- e. Employees who feel they don't want to be engaged in decision making.

**31. Regarding Management and Administration, which one is True?**

Select one:

- a. They are the same
- b. Administration is an executive function
- c. Management involves planning and control
- d. Management is mainly influenced by public opinion and external forces
- e. Management includes more technical activities than administration

**32. A patient is admitted to the hospital for surgery. The Insurance Company pays \$2,500/day. This is an Example for?**

Select one:

- a. Case based payment  b. Per-Diem payment
- c. Capitation payment
- d. Fee for service payment
- e. Line —item payment

**33. The following is true about Intuition in Decision Making?**

Select one:

- a. Slow process
- b. Step by step
- c. Less effort needed
- d. Most organizational decisions are made in a logical, rational manner
- e. Occurs with explicit evaluation of the validity of the alternatives

**34. Choosing the best type of technology for healthcare services is at which level of Decision making?**

Select one:

- a. Strategic
- b. Moderate scope
- c. Tactical
- d. Narrow scope
- e. Operational

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**35. The Chief Executive Officers (CEO) tend to spend most of their time on this function?**

Select one:

- a. Directing
- b. Controlling
- c. Planning
- d. Staffing
- e. Coordination

36. Any funding system should be all the following, EXCEPT? من أختيار

Select one:

- a. Be acceptable to the population covered
- b. Be sufficient for the people covered
- c. Put money as much as possible on collecting funds
- d. Higher priority needs to be given to high risk groups
- e. Make clear the mechanisms of funding

37. According to "Rogers and Blenko 2006", a person who "Recommends" is responsible for? Select one:

- a. Gathering input
- b. Exercising veto power
- c. Responsible for the decision outcomes
- d. Has a higher authority than others
- e. Consulting with the decision makers

38. A good plan means which of the following?

Select one:

- a. Opposite to organization and the health profession philosophy
- b. Based on opinions and experiences of the administrators
- c. Interpreted easily by health professionals and difficult for the public
- d. Can be improved after finding errors by evaluation
- e. A good plan should not be changed due to any reason

39. The following are true about Coordination EXCEPT?

Select one:

- a. A mother principle in management
- b. Sets the action
- c. Activities synchronization
- d. Different kinds of organization require different amount of coordination
- e. Prevents overlapping and conflict

40. An employee leaves his/her job and the position becomes empty, the department manager decides to spread the work of that employee among other staff in the department .This method of staffing is called?

Select one:

- a. Reallocation of duties
- b. Transfer of posts
- c. Redeployment
- d. Outsourcing
- e. Appointment of a previously identified successor

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- الفريق الأكاديمي

