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36	A	B	C	D	E
37	A	B	C	D	E
38	A	B	C	D	E
39	A	B	C	D	E

PRACTICE QUESTIONS

Commission on Dental Competency Assessments (CDCA)

UKNE2U6Q

Auxiliary Computer Examination (ACE)

EDITION

Demo

QUESTIONS

9

FORMAT

Limited Edition PDF

Before you begin

What this is

9 practice questions for Commission on Dental Competency Assessments (CDCA) UKNE2U6Q, each with its answer key and an explanation. Answer a question before you read its key — the explanation is worth more once you have committed.

If something looks wrong

Send us three things and we will check it:

- the exam code, UKNE2U6Q
- the question number
- the email address on your order

Write to **support@mometrix.net**. We reply within one business day.

QUESTION 1

SINGLE CHOICE

Which action should a dental auxiliary take first when entering a new patient's demographic information into the practice management system?

☒ **A**☐ B☐ C☐ D**ANSWER A**

WHY Patient registration begins with accurate demographic data in the designated fields. Financial transactions and claims should be created only when appropriate, and duplicate records should not be deleted without review.

QUESTION 2

SINGLE CHOICE

When documenting a completed procedure in a patient's chart, which entry is appropriate?

☒ **A**☐ B☐ C☐ D**ANSWER A**

WHY Clinical charting should accurately identify the completed procedure, applicable tooth or surface, and date. Account balances and appointment reminders are not substitutes for a treatment entry.

QUESTION 3

SINGLE CHOICE

What is the primary purpose of using a clinical note template in the practice management system?

- ☒ A A
- ☐ B B
- ☐ C C
- ☐ D D

ANSWER A

WHY Templates organize encounter documentation and promote consistent recording of relevant information, but they do not replace clinical judgment, chart review, or claim requirements.

QUESTION 4

MULTIPLE CHOICE

Which two actions are appropriate when managing appointments in a dental practice management system? (Choose two.)

- ☒ A A
- ☒ B B
- ☐ C C
- ☐ D D

ANSWER A • B

WHY Accurate scheduling requires confirming the appointment type and provider and keeping the schedule current after cancellations or changes. Double-booking and entering diagnoses to reserve time are inappropriate.

QUESTION 5

TRUE FALSE

A user who is assigned a unique login must share that login with a coworker so the coworker can access the system when the assigned user is unavailable.

- ☐ A True
- ☒ B False

ANSWER B

WHY False. Unique user credentials should not be shared; access should be managed through the practice's approved security and user-account procedures.

QUESTION 6

SINGLE CHOICE

Which item should be included in an insurance claim for a completed dental procedure?

- ☒ A A
- ☐ B B
- ☐ C C
- ☐ D D

ANSWER A

WHY Dental claims use procedure information and applicable tooth or surface designations together with the date of service. Internal notes, login credentials, and personal contact information are not claim data.

QUESTION 7

SINGLE CHOICE

What does a claim response indicating that a procedure was rejected for an invalid procedure code generally require?

☒ **A**☐ B☐ C☐ D**ANSWER A**

WHY An invalid-code rejection requires verification of the submitted procedure and supporting data before correction and resubmission. It does not justify altering unrelated patient information or recording payment.

QUESTION 8

MULTIPLE CHOICE

Which two actions are appropriate when posting a patient payment? (Choose two.)

☒ **A**☒ **B**☐ C☐ D**ANSWER A - B**

WHY Payments must be posted to the correct patient and must include accurate amount and date information. Cross-account posting and guessing are unacceptable.

QUESTION 9

SINGLE CHOICE

What is the most appropriate first step when preparing a report of patients with appointments scheduled during a selected date range?

☒ **A**☐ **B**☐ **C**☐ **D**

ANSWER A

WHY Reports require appropriate criteria, including the date range, to retrieve the requested information. Financial postings, clinical diagnoses, and password administration are unrelated.