

COM Practice Test Questions and Answers

1. What is document version control in COM?

- A) Tracking changes, identifying current versions, and maintaining history
- B) Printing every draft
- C) Same names for all files
- D) No change tracking

2. What is a records management audit in COM?

- A) Reviewing practices to ensure compliance with policies
- B) Counting filing cabinets
- C) Computer usage review
- D) Supplies inventory

3. What is a near-miss report in COM practice?

- A) Documentation of an event that could have caused harm but did not
- B) A project near deadline
- C) An employee near target
- D) A near break-even report

4. Who can benefit from myofunctional therapy?

- A) Only adults with speech issues.
- B) Individuals of all ages with various orofacial disorders.
- C) Only children with orthodontic issues.
- D) Only people with jaw misalignment.

Answers: 1-A 2-A 3-A 4-B

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