
CCBMA ADMINISTRATIVE EXAM SAMPLE TEST

1. When preparing envelopes, one should use

- A. light type on light background
- B. a script or italic font
- C. lower case with punctuation
- D. capital letters in block format:

Answer D. capital letters in block format

2. Telephone calls should be answered no later than the

- A. first ring
- B. second ring
- C. third ring
- D. fourth ring:

Answer C. third ring

3. A patient fails to keep an appointment. The medical assistant should make a note on the

- A. patient's financial record
- B. patient's chart
- C. office calendar
- D. telephone log:

Answer B. patient's chart

4. A backup tape for a computer is used to

- A. check on patient's information
- B. record financial transactions
- C. copy hard drive information
- D. defend against computer fraud:

Answer C. copy hard drive information

Sample Written Test For Administrative Assistant

Ensheng Dong



Sample Written Test For Administrative Assistant:

Embracing the Song of Term: An Psychological Symphony within **Sample Written Test For Administrative Assistant**

In some sort of used by screens and the ceaseless chatter of instantaneous connection, the melodic elegance and mental symphony produced by the published term often diminish into the background, eclipsed by the persistent noise and disruptions that permeate our lives. But, located within the pages of **Sample Written Test For Administrative Assistant** a wonderful fictional prize brimming with fresh emotions, lies an immersive symphony waiting to be embraced. Crafted by a masterful composer of language, this fascinating masterpiece conducts readers on a psychological journey, skillfully unraveling the concealed songs and profound influence resonating within each cautiously crafted phrase. Within the depths of the emotional analysis, we can investigate the book is main harmonies, analyze their enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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