
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 Of City Exam For Administrative Assistant

RS Peters



Sample Of City Exam For Administrative Assistant:

The book delves into Sample Of City Exam For Administrative Assistant. Sample Of City Exam For Administrative Assistant is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Of City Exam For Administrative Assistant, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Of City Exam For Administrative Assistant
 - Chapter 2: Essential Elements of Sample Of City Exam For Administrative Assistant
 - Chapter 3: Sample Of City Exam For Administrative Assistant in Everyday Life
 - Chapter 4: Sample Of City Exam For Administrative Assistant in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Sample Of City Exam For Administrative Assistant. This chapter will explore what Sample Of City Exam For Administrative Assistant is, why Sample Of City Exam For Administrative Assistant is vital, and how to effectively learn about Sample Of City Exam For Administrative Assistant.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Of City Exam For Administrative Assistant. This chapter will elucidate the essential principles that must be understood to grasp Sample Of City Exam For Administrative Assistant in its entirety.
 4. In chapter 3, this book will examine the practical applications of Sample Of City Exam For Administrative Assistant in daily life. The third chapter will showcase real-world examples of how Sample Of City Exam For Administrative Assistant can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Sample Of City Exam For Administrative Assistant in specific contexts. The fourth chapter will explore how Sample Of City Exam For Administrative Assistant is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Of City Exam For Administrative Assistant. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Of City Exam For Administrative Assistant.

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