
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

Xiaolong Qi



Sample Written Test For Administrative Assistant:

Adopting the Melody of Phrase: An Mental Symphony within **Sample Written Test For Administrative Assistant**

In some sort of consumed by displays and the ceaseless chatter of immediate transmission, the melodic splendor and mental symphony created by the prepared term frequently diminish into the background, eclipsed by the relentless noise and interruptions that permeate our lives. But, located within the pages of **Sample Written Test For Administrative Assistant** an enchanting literary value overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, this interesting masterpiece conducts viewers on an emotional trip, well unraveling the concealed songs and profound impact resonating within each carefully crafted phrase. Within the depths with this touching analysis, we shall investigate the book is key harmonies, analyze its enthralling publishing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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