
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 Administrative Assistant Test Questions

CL Gary



Sample Administrative Assistant Test Questions:

Unveiling the Power of Verbal Art: An Mental Sojourn through **Sample Administrative Assistant Test Questions**

In a global inundated with monitors and the cacophony of instantaneous conversation, the profound energy and psychological resonance of verbal beauty usually disappear in to obscurity, eclipsed by the constant onslaught of noise and distractions. However, located within the musical pages of **Sample Administrative Assistant Test Questions**, a captivating perform of fictional beauty that pulses with natural feelings, lies an unforgettable trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, this magical opus instructions visitors on a mental odyssey, delicately exposing the latent potential and profound affect stuck within the delicate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we can embark upon an introspective exploration of the book is central subjects, dissect its charming publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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