
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 Exam Questions For Administrative Analyst

Lauren Gardner



Sample Exam Questions For Administrative Analyst:

Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Sample Exam Questions For Administrative Analyst**

In a world inundated with screens and the cacophony of fast transmission, the profound energy and emotional resonance of verbal artistry often diminish into obscurity, eclipsed by the continuous barrage of noise and distractions. Yet, nestled within the musical pages of **Sample Exam Questions For Administrative Analyst**, a captivating function of literary splendor that pulses with fresh thoughts, lies an wonderful trip waiting to be embarked upon. Composed by a virtuoso wordsmith, this enchanting opus guides viewers on a mental odyssey, delicately revealing the latent possible and profound affect stuck within the delicate internet of language. Within the heart-wrenching expanse with this evocative evaluation, we will embark upon an introspective exploration of the book is main styles, dissect its fascinating publishing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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emission. It ... 60 s - 1 min SECTION 25.2 NUCLEAR TRANSFORMATIONS. 1. Write a nuclear equation for the following radioactive processes. a. alpha decay of francium-208 $^{208}_{87}\text{Fr} \rightarrow$ b ...