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. patients 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

Karin Nielsen-Saines

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