
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

J Dewey



Sample Of City Exam For Administrative Assistant:

Unveiling the Power of Verbal Beauty: An Mental Sojourn through **Sample Of City Exam For Administrative Assistant**

In a global inundated with screens and the cacophony of instant communication, the profound energy and emotional resonance of verbal artistry often disappear into obscurity, eclipsed by the regular onslaught of sound and distractions. However, set within the musical pages of **Sample Of City Exam For Administrative Assistant**, a charming function of literary brilliance that impulses with organic emotions, lies an unique trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, this exciting opus books viewers on a mental odyssey, gently exposing the latent possible and profound affect embedded within the delicate web of language. Within the heart-wrenching expanse of this evocative evaluation, we shall embark upon an introspective exploration of the book is central subjects, dissect their fascinating publishing fashion, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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