

MEDICAL OFFICE PROCEDURES (28)

Regional—2006

Multiple-Choice Questions	30 @ 5 points each	_____ (150 pts)
Matching	10 @ 5 points each	_____ (50 pts)
Medical Abbreviations	20 @ 5 points each	_____ (100 pts)
Medical Office Job One		_____ (100 pts)
TOTAL POINTS		_____ (400)

Failure to adhere to any of the following rules will result in disqualification:

- 1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.*
- 2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.*
- 3. Electronic devices will be monitored according to ACT standards.*

No more than ten (10) minutes orientation
No more than 60 minutes for testing/production
No more than ten (10) minutes wrap-up

Do **NOT** open test booklet until instructed to do so.

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Policies And Procedures Manual For Medical Receptionist

SB Merriam

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