
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

Camilla Rothe



Sample Administrative Assistant Test Questions:

Unveiling the Energy of Verbal Art: An Psychological Sojourn through **Sample Administrative Assistant Test Questions**

In a global inundated with monitors and the cacophony of immediate transmission, the profound power and psychological resonance of verbal art frequently diminish into obscurity, eclipsed by the constant barrage of noise and distractions. Yet, nestled within the lyrical pages of **Sample Administrative Assistant Test Questions**, a fascinating perform of literary splendor that impulses with raw emotions, lies an unforgettable journey waiting to be embarked upon. Written by way of a virtuoso wordsmith, that interesting opus instructions viewers on a mental odyssey, softly revealing the latent possible and profound affect stuck within the intricate internet of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is key themes, dissect their charming publishing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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