
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

Sebastian Brünink



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Adopting the Song of Term: An Emotional Symphony within **Sample Of City Exam For Administrative Assistant**

In a global consumed by screens and the ceaseless chatter of instant communication, the melodic elegance and psychological symphony created by the prepared word frequently disappear in to the backdrop, eclipsed by the constant noise and interruptions that permeate our lives. But, set within the pages of **Sample Of City Exam For Administrative Assistant** a stunning literary treasure filled with organic thoughts, lies an immersive symphony waiting to be embraced. Constructed by an outstanding composer of language, this interesting masterpiece conducts viewers on an emotional journey, well unraveling the hidden melodies and profound affect resonating within each cautiously crafted phrase. Within the depths with this emotional review, we will investigate the book is main harmonies, analyze its enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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