

## EXAM: Chapter 23; Kinn's Medical Office Assistant Test

### Questions and Answers

amino acids ☒ CORRECT ANS-The organic compound that form the chief constituents of protein; they are used by the body to build and repair tissues.

cholesterol ☒ CORRECT ANS-A substance produced by the liver and found in animal fats; it can produce fatty deposits or atherosclerotic plaques in blood vessels.

deficiencies ☒ CORRECT ANS-Conditions that result with below-normal intake of particular substances.

diabetes mellitus type 1 ☒ CORRECT ANS-A disease in which the beta cells in the pancreas no longer produce insulin. The individual must rely on daily insulin administration to use glucose for energy and prevent complications.

diabetes mellitus type 2 ☒ CORRECT ANS-A disease in which the body is unable to use glucose for energy as a result either of inadequate insulin production in the pancreas or resistance to insulin on the cellular level.

# Office Assistant Test Questions And Answers

**Tina Walton**



## Office Assistant Test Questions And Answers:

*Beginning Office Assistant*, 2017 The Beginning Office Assistant Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to reading comprehension working with others clerical operations with letters and numbers name and number checking and more Federal Office Assistant Examination United States Civil Service Commission, 1973 **Federal Office Assistant Examination** Elizabeth D. Johnson, 1976 **Office Assistant**, 1991 *Beginning Office Assistant* Lewis Morris, Learn how to Ace the Office Assistant Exam This book helps you develop the skills you need to be on the top of your game In order to do your best you must be prepared to tackle the unique question types found on the exam This book contains the most up to date and accurate information to help you prepare for the Office Assistant exams given by state county and local agencies Written using lessons learned from the latest exam updates this manual perfectly prepares the reader for all of the exam sub areas including Reading Comprehension Checking for Errors Grammar spelling and punctuation Office vocabulary Working With Others This book is an excellent resource for various Office Assistant tests including titles such as Business Document Specialist Medicaid Eligibility Examiner Employee Retirement System Examiner Licensing Services Clerk Trainee Payroll Assistant Keyboard Specialist Print Equipment Operator Public Service Commission Operations Clerk *Medical Assistant Exam Strategies, Practice & Review with Practice Test* Kaplan, 2015-12-08 Everything you need to pass the CMA and RMA exams Medical Assistant Exam Strategies Practice Review with Practice Test provides targeted review and practice for the Certified Medical Assistant and Registered Medical Assistant exams as well as a guide to the certification process FEATURES Diagnostic test to target areas for score improvement Review of all tested subjects for the CMA and RMA exams End of chapter quizzes Full length practice test with 300 questions Detailed answer explanations Up to date information on exam content structure and registration Analysis comparing contrasting ICD 9 and ICD 10 Current guidelines for Electronic Health Records Career development resources for medical assistants Guidance on building and maintaining professional credentials Court Office Assistant, 2017 The Court Office Assistant Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to clerical checking court record keeping understanding and interpreting written material filing number facility and more **Senior Office Assistant** National Learning Corporation, 2017 The Senior Office Assistant Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to Understanding and Interpreting Written Material Job Situations Name and Number Checking Filing Coding Decoding Information Organizing Data into Tables and Records and more **Office Assistant**, 2017 The Office Assistant Passbook

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