
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

**United States Civil Service
Commission**



Sample Administrative Assistant Test Questions:

Whispering the Techniques of Language: An Psychological Journey through **Sample Administrative Assistant Test Questions**

In a digitally-driven world wherever displays reign supreme and quick interaction drowns out the subtleties of language, the profound techniques and mental nuances hidden within words often go unheard. Yet, located within the pages of **Sample Administrative Assistant Test Questions** a fascinating fictional value pulsing with raw emotions, lies an exceptional quest waiting to be undertaken. Published by a skilled wordsmith, this enchanting opus invites visitors on an introspective trip, gently unraveling the veiled truths and profound influence resonating within the fabric of every word. Within the mental depths of the poignant review, we can embark upon a sincere exploration of the book is core subjects, dissect their charming writing design, and yield to the powerful resonance it evokes strong within the recesses of readers hearts.

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