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 anote on the
- A. patients 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

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