
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 Written Test For Administrative Assistant

Christian G. Meyer



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From Mandate to Achievement Elaine Makas, 2009-09-14 Based on a five step model this guide helps school leaders establish the processes necessary to align curriculum to mandated standards develop curriculum maps and systematize instructional practices *Clearinghouse Review*, 1988-05 *Practice Management for the Dental Team - E-Book* Betty Ladley Finkbeiner, Charles Allan Finkbeiner, 2015-01-29 NEW and UPDATED Electronic health record EHR content addresses the changes in technology related to the paperless dental office telecommunications appointment management and financial systems to help you become compliant with EHR federal mandates NEW Practice quizzes for each chapter on the Evolve website help you test comprehension and prepare for classroom and board exams NEW Artwork focuses on new equipment and technology specifically the paperless dental office

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