
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 Exam Questions For Administrative Analyst

Padhraic Smyth



Sample Exam Questions For Administrative Analyst:

Adopting the Melody of Term: An Mental Symphony within **Sample Exam Questions For Administrative Analyst**

In a world eaten by monitors and the ceaseless chatter of quick connection, the melodic elegance and psychological symphony developed by the published word often fade in to the backdrop, eclipsed by the persistent sound and distractions that permeate our lives. Nevertheless, situated within the pages of **Sample Exam Questions For Administrative Analyst** a marvelous fictional value brimming with natural emotions, lies an immersive symphony waiting to be embraced. Crafted by a wonderful composer of language, this charming masterpiece conducts visitors on an emotional journey, well unraveling the hidden tunes and profound affect resonating within each cautiously constructed phrase. Within the depths of this poignant examination, we will examine the book is key harmonies, analyze their enthralling writing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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