
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 Maths Questions For Administrative Assistant Test

LL Leslie

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theories It demonstrates the growing recognition of the value of Bernstein s work to understanding unfolding developments in education systems around the world today The volume is divided into four sections Section 1 considers the work of the theorists that Bernstein worked through and with from Durkheim and Marx to Bourdieu and Foucault Section 2 focuses on teaching and learning in school contexts and draw on current issues like boy s underachievement citizenship system reform and language learning in varied cultural contexts Section 3 applies Bernstein s theories to teacher education Section 4 focuses on international and higher education This comprehensive text will show the international academic community in education and sociology as well as students on education sociology sociolinguistic and social pyschology degrees how to read and use Bernstein *Atlanta Magazine* ,2006-01 Atlanta magazine s editorial mission is to engage our community through provocative writing authoritative reporting and superlative design that illuminate the people the issues the trends and the events that define our city The magazine informs challenges and entertains our readers each month while helping them make intelligent choices not only about what they do and where they go but what they think about matters of importance to the community and the region Atlanta magazine s editorial mission is to engage our community through provocative writing authoritative reporting and superlative design that illuminate the people the issues the trends and the events that define our city The magazine informs challenges and entertains our readers each month while helping them make intelligent choices not only about what they do and where they go but what they think about matters of importance to the community and the region

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