
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

**Cathy Fyock, Martha I. Finney, Stephen
P. Robbins, Leigh Thompson**

Sample Administrative Assistant Test Questions:

Federal Office Assistant Examination United States Civil Service Commission, 1973 *Federal Office Assistant Examination* Elizabeth D. Johnson, 1976 **How to Pass the Civil Service Qualifying Tests** Mike Bryon, 2007 The recruitment process for jobs in the Civil Service is tough Competition is fierce especially for applicants entering via the Fast Stream process and candidates must pass qualifying tests to stand a chance of being successful How to Pass the Civil Service Qualifying Tests aims to help applicants reach the standard demanded by the real tests and ultimately achieve their goal of working for the Civil Service This new edition has been updated to include guidance on standard entry as well as additional information Fast Stream access There is a brand new chapter covering questionnaires applicants are likely to encounter plus work assignment examples expert advice and challenging new practice questions relevant to the tests used to recruit both clerical and Fast Stream applicants With just a few marks determining a pass or fail this essential book will help anyone build up speed accuracy and confidence when taking their Civil Service qualifying tests *From Mandate to Achievement* Elaine Makas, 2009-09-14 This engaging book will guide your journey through the morass of curriculum alignment development and assessment Our school struggled through missteps in curriculum alignment and implementing common assessments without the benefit of Makas wisdom and experience I highly recommend this book for teachers administrators and interested parents Robert A Martin Leadership Consultant Oakland Schools Waterford MI Raise schoolwide performance with a systematic teacher driven approach to curriculum development Purposeful curriculum design is essential to attaining consistent academic improvement Educators often find however that a viable curriculum based on mandated standards can be exceedingly challenging to create implement and sustain In this book curriculum consultant Elaine Makas provides a step by step guide to establishing the processes and documents necessary to build a stable cohesive curriculum system that aligns to educational benchmarks Based on the DAILY model Data Alignment Instructional Pace Guides Local Common Assessment and Yearly Review this system deconstructs the curriculum process into sequential steps that facilitate the development of instructional priorities reveal students in need of intervention and help ensure continuous process improvement With numerous templates samples and reflective exercises this book clearly demonstrates how to Collect and analyze data identify expectations and recognize learning gaps Develop curriculum maps that align with standards and grade level subject goals Pace instruction throughout the year according to specific objectives Create assessments that predict standardized test performance Conduct yearly improvement reviews and documentation revisions An essential resource for all schools or districts whether struggling or successful From Mandate to Achievement enables K 12 principals district administrators curriculum facilitators and teacher teams to establish a consistent and accurate curriculum process that increases academic achievement and drives continuous school improvement **Personnel Policies and Practices** United States Civil Service Commission. Library, 1975 Personnel Bibliography Series United States. Office of Personnel Management. Library, 1979

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policy either as findings upon which to inform policy or as a method to adopt in generating findings themselves The studies reflect critical methodologies that are either experimental in design or use extant data sets as well as present a theoretical framework in how to interpret empirical results *The Publishers' Trade List Annual* ,1978 **Medical Office**

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Lippincott Williams and Wilkins' Administrative Medical Assisting Elizabeth A. Molle, Laura Southard Durham, 2003-12-01 This text is designed to meet the needs of students in medical assisting who are studying the administrative portion of the curriculum as well as students in transcription coding and related programs This competency based textbook provides a wealth of guidance for administrative skills The text covers the front office topics scheduling billing coding bookkeeping office management and insurance issues Helpful pedagogy including Key Terms a Glossary and Critical Thinking Challenges familiarize students with the material and help with problem solving The ancillary package includes an Instructor s Resource Kit with an Instructor s Manual and Resource CD ROM as well as a student study guide Visit <http://connection.lww.com/go/molleadmin> for more information

Sample Administrative Assistant Test Questions Book Review: Unveiling the Magic of Language

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