
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

R Bogdan



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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 [Peterson's Graduate Programs in Arts & Architecture 2011](#) Peterson's,2011-07-01 Peterson s Graduate Programs in Arts and Architecture contains a wealth of information on colleges and universities that offer graduate work in Applied Arts Architecture Art Comparative Film Television and Performing Arts Institutions listed include those in the United States Canada and abroad that are accredited by U S accrediting agencies Up to date data collected through Peterson s Annual Survey of Graduate and Professional Institutions provides valuable information on degree offerings professional accreditation jointly offered degrees part time and evening weekend programs postbaccalaureate distance degrees faculty students degree requirements entrance requirements expenses financial support faculty research and unit head and application contact information Readers will find helpful links to in depth descriptions that offer additional detailed information about a specific program or department faculty members and their research and much more In addition there are valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies **Graduate Programs in the Humanities, Arts & Social Sciences 2014 (Grad 2)** Peterson's,2013-11-22 Peterson s Graduate Programs in the Humanities Arts Social Sciences 2014 contains comprehensive profiles of more than 11 000 graduate programs in disciplines such as applied arts design area cultural studies art art history conflict resolution mediation peace studies criminology forensics language literature psychology counseling religious studies sociology anthropology archaeology and more Up to date data collected through Peterson s Annual Survey of Graduate and Professional Institutions provides valuable information on degree offerings professional accreditation jointly offered degrees part time and evening weekend programs postbaccalaureate distance degrees faculty students requirements expenses financial support faculty research and unit head and application contact information There are helpful links to in depth descriptions about a specific graduate program or department faculty members and their research and more There are also valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies *Private Secondary Schools* Peterson's,2011-05-01 Peterson s Private Secondary Schools is

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War Service Scholarships Arco Publishing Company, 1955

Business and Legal Essentials for Nurse Practitioners Sally J. Reel, Ivo Luc Abraham, 2007-01-01 Business and Legal Essentials for Nurse Practitioners fosters a relationship between health business and law The book addresses issues from negotiating an employment contract to establishing an independently owned nurse practitioner practice Each section in increments provides greater detail from a legal standpoint and describes what resources and options are available to the nurse practitioner upon graduation and beyond Written for the student graduate and practicing nurse practitioner Business and Legal Essentials outlines the necessary steps to eventual practice ownership

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