
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

Administrative Assistant Test Questions

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France **FORCE Programme** (European Commission),1994 An international team of researchers studied the following aspects of training in France s retail sector structure and characteristics institutional and social context employment and labor changing conditions and their implications for skill requirements and training and recruitment Data were collected from an analysis of social and labor employment statistics literature review and case studies of six medium and large retail companies representing a mix of company structures and products lines and including a group of independent store owners and a subsidiary of a department store At three companies training was designed to improve the company s commercial position customer service and efficiency A fourth company was using training as a policy tool to increase homogeneity between stores within the group Trade unions and staff representatives were not involved in developing training objectives or methods Most training was targeted toward managers and focused on work methods procedures Three companies had programs combining in company practical training with preparation for a certificate guaranteeing some general training that was recognized by the Ministry of Education Overall the retail sector was spending a much smaller proportion of its payroll than the average on training however investment in training was increasing Thirty one tables figures are included MN

United States

Merchant Marine Academy Tests Arco Publishing Company,1956 **Practicing Applied Anthropology Across Discontinuous Social Fields** Keith V. Bletzer,2023-07-19 This book covers the author s field experiences as an ethnographer in one country of Central America and an applied anthropologist in four US regions A range of social fields are examined which include constructing a work experience table as a composite job resum correspondence with a maximum security prisoner for more than ten years design features for multiple choice testing farmworker sero prevalence reports health seeking behavior among the Ng b indigenous people in Central America HIV AIDS education in rural farm labor camps Latinx naming practices for grocery stores and restaurants in agricultural areas organizational capacity building assistance training and teaching students in a community college and three secondary schools among others The book highlights the importance of incorporating ethnography in the completion of work tasks across a range of social fields which represent diverse socio cultural groups and immigrant populations

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