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# **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 And Answers

**N Nodding**

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