
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 Samples

David Reuben Turner

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web if the installation marks have disappeared put a new installation mark on the timing belt before removing each part em 110 2uz fe engine mechanical engine unit b using the crankshaft damper bolt turn the crankshaft to align the timing marks of the crankshaft timing pulley and oil pump body em approx 45 timing mark turn

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timing refers to the timing relative to the

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web dec 9 2020 put the wrench on the crank bolt and turn it clockwise until the mark on the harmonic balancer crank pulley lines up with the tdc mark on the lower timing cover now look at the cam sprocket the dowel in the cam should be in the hole for number 1 on some older b2000 engines they might have an a b c all alignment should be on a

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web align the timing marks of the camshaft with the mark plates of the timing chain and install the timing chain hint align the timing marks with the mark plates while turning the hexagonal service portion of the camshaft using a wrench 2 install chain tensioner slipper a install the chain tensioner slipper 3 install chain tensioner

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web rotate the crankshaft pulley two complete turns clockwise and check the timing marks if the timing marks are correct tighten the lock bolt for the tensioner to 20 to 34 n m 200 to 350 kgfcm for fe to 37 to 52 n m 380 to 530 kgfcm for f2 engine check the movement on the tension side of the timing belt

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web fe engines use a timing assembly very similar to other ford engines with the aforementioned cam thrust plate an offset positioned dowel pin for locating and a single central cam bolt for retention the factory cam sprockets were often aluminum with molded nylon teeth for quieter operation

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web jul 22 2009 a set the timing mark to 0 on the timing chain cover by rotating the crankshaft clockwise b verify the timing marks on the camshaft timing gears are in general alignment with the timing marks of the camshaft bearing cap see chart note when the engine is correctly timed the timing marks will not perfectly align

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replaced the cylinder head and now it doesn t run i have the cam sprocket with a at the mark on the head and the cylinder 1 at top dead center compression stroke the lift will run poorly at wide open throttle and will not idle

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