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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 Samples

**David Reuben Turner**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the name bar.

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timing refers to the timing relative to the

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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 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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