
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 Testing

Marco Cascella

Administrative Assistant Test Samples Testing:

Decoding **Administrative Assistant Test Samples Testing**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Administrative Assistant Test Samples Testing**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring affect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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