
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

Sample Written Test For Administrative Assistant Nevada

**United States. Health Resources
Administration. Division of Associated
Health Professions**

Sample Written Test For Administrative Assistant Nevada:

Followup to the Report Police-community Relations in Reno, Nevada (May 1992) United States Commission on Civil Rights. Nevada Advisory Committee,1999 *Police-community Relations in Reno, Nevada* United States Commission on Civil Rights. Nevada Advisory Committee,1992 **Nevada Test Site (NTS) and Off-site Locations in the State of Nevada, Tonopah Test Range, Portions of the Nellis AFB Range (NAFR) Complex, the Central Nevada Test Area, and Shoal Area, Nye County** ,1996 Allied Health Education Programs in Junior and Senior Colleges ,1975 Allied Health Education Programs in Junior and Senior Colleges United States. Health Resources Administration. Division of Associated Health Professions,1978 **Employment Security Review** ,1949 Nevada Lawyer ,2005 *Employment Security Review* United States. Bureau of Employment Security,1949 **Clearinghouse Review** ,1986 **Graduate Programs in the Humanities, Arts & Social Sciences 2014 (Grad 2)** Peterson's,2013-11-22 Peterson s Graduate Programs in the Humanities Arts Social Sciences 2014 contains comprehensive profiles of more than 11 000 graduate programs in disciplines such as applied arts design area cultural studies art art history conflict resolution mediation peace studies criminology forensics language literature psychology counseling religious studies sociology anthropology archaeology and more Up to date data collected through Peterson s Annual Survey of Graduate and Professional Institutions provides valuable information on degree offerings professional accreditation jointly offered degrees part time and evening weekend programs postbaccalaureate distance degrees faculty students requirements expenses financial support faculty research and unit head and application contact information There are helpful links to in depth descriptions about a specific graduate program or department faculty members and their research and more There are also valuable articles on financial assistance the graduate admissions process advice for international and minority students and facts about accreditation with a current list of accrediting agencies **The Office Assistant in Medical Or Dental Practice** Portia M. Frederick,Carol Towner,1957 **The Bar Examiner** ,1997 Practice Tests for All Jobs Nathan H. Mager,1943 *Complete Phlebotomy Exam Review - E-Book* Pamela Primrose,2015-02-25 Prepare for phlebotomy certification and licensure exam success with Complete Phlebotomy Exam Review 2nd Edition This comprehensive review book has 1 500 questions A new pretest provides an assessment of strengths and weaknesses and a mock certification exam at the end of the book tests your knowledge of necessary information Organized into chapters that correlate with the trusted textbook by Warekois and Robinson each chapter includes a content review followed by multiple choice questions each with an answer a rationale and a page number reference to information in the companion textbook An Evolve website offers even more opportunity to practice with all the questions in the book plus 500 extra and the ability to sort by category or test in study or exam modes 100 question mock certification exam at the end of the book allows you to test your comprehension of the material and identify areas of strength and weakness to target study Answers rationales and page number references to the trusted companion test by Warekois and

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