
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 Exam Questions For Administrative Analyst

Chandresh Agrawal, nandini books



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carried 3 0 approval of agenda 37 22 moved by trustee m groulx second trustee m mannisto that the agenda for the superior
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mission in sgdsb we are learners everything we do is designed that the superior greenstone dsb regular board meeting on
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web that the superior greenstone dsb regular board meeting on monday april 25 2022 be called to order at 6 34 p m carried 3 0 approval of agenda 50 22 moved by trustee m mannisto second trustee c major that the agenda for the superior greenstone dsb 2022 05 regular board meeting april 25 2022 be accepted and approved carried

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web superior greenstone dsb 5 of 8 regular board minutes february 28 2022 the board discussed the regulatory changes to the option of meeting virtually until november 14 2022 after such time as per the education act trustees will resume meeting the requirement to meet in person a minimum of 3 times per year at the designated meeting location

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web the agenda for the superior greenstone dsb 2022 08 regular board meeting august 29 2022 be accepted and approved as amended carried 4 0 disclosures of interest re open session there were no disclosures of interest offered at this time that pertained to the agenda 5 0 minutes board meetings and board committee meetings 5 1 board

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