
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

Written Exam Questions For Administrative Assistant

Disha Experts



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Medical Assistant & Office Assistant Exam Practice Questions by NCCT Omega Books, Medical Office Assistants are allied health professionals responsible for diverse medical office administrative tasks beginning with primary patient contact through final payment. They execute front office functions such as scheduling, communicating with healthcare professionals, patients, and third party payers, handle medical records, and financial management while maintaining compliance with state and federal regulations. Preparing for the Medical Assistant NCMA NCMA exam to become a Medical Assistant NCMA NCMA Certified by NCCT. Here we have brought 600 Exam Questions for you so that you can prepare well for this Exam. Medical assistant office assistant by NCCT. Unlike other online simulation practice tests, you get an ebook version that is easy to read, remember these questions. You can simply rely on these questions for successfully certifying this exam. *How to Pass Higher Administration & IT, Second Edition* Anne Bradley, Adam Stephenson, 2019-02-04 Exam Board SQA Level Higher Subject Administration IT First Teaching August 2018 First Exam May 2019. Get your best grade with comprehensive course notes and advice from Scotland's top experts, fully updated for the latest changes to SQA Higher assessment. How to Pass Higher Administration IT Second Edition contains all the advice and support you need to revise successfully for your Higher exam. It combines an overview of the course syllabus with advice from top experts on how to improve exam performance so you have the best chance of success. Revise confidently with up-to-date guidance tailored to the latest SQA assessment changes. Refresh your knowledge with comprehensive tailored subject notes. Prepare for the exam with top tips and hints on revision techniques. Get your best grade with advice on how to gain those vital extra marks. **HPSSC JOA Junior Office Assistant (IT) Recruitment Exam 2020** Arihant Experts, 2020-12-21 **24 Practice Sets for IBPS RRB Office Assistant (Multipurpose) Preliminary & Main Exam 2020 with 4 Online Tests 4th Edition** Disha Experts, 2020-03-19

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