
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 State Of Nv

Emilie Sanchez



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Bulletin (United States. Office of Experiment Stations). no. 158, 1905 ,1905 **Public Laws 815 and 874, 81st Congress. (Administration's Proposal for Modifying Existing Legislation.)** United States. Congress. House. Subcommittee of the Committee on Education and Labor,1959 *Monthly Catalog of United States Government Publications* ,1983 *Municipal Index* ,1929 ... **Annual Register of the State University of Nevada for the Year ... with Announcements for the Academic Year of ...** University of Nevada,1912 *Annual Report of Irrigation and Drainage Investigations ... 1900-1904* United States. Office of Experiment Stations,1905 **Monthly Checklist of State Publications** Library of Congress. Exchange and Gift Division,1988 An annual index to the monographs appears early in the following year **Annual Register of the State University of Nevada ... with Announcements ...** University of Nevada,1908 **Annual report of the Office of Experiment Stations. 1904** United,1905 **Police-community Relations in Reno, Nevada** United States Commission on Civil Rights. Nevada Advisory Committee,1992 *Report on the Work and Expenditures of the Agricultural Experiment Stations* ,1905 **Bulletin** United States. Office of Experiment Stations,1905 **The Compiled Laws of Nevada in Force from 1861 to 1900 (inclusive)** Nevada,1900 *Personnel News* ,1954 *Followup to the Report Police-community Relations in Reno, Nevada (May 1992)* United States Commission on Civil Rights. Nevada Advisory Committee,1999 **Annual Report of the Railroad Commission of Nevada** Nevada. Railroad Commission,1919 The First annual report of the Public Service Commission of Nevada is found in the Fourth annual report of the Railroad Commission of Nevada 1911 **Nevada Educational Bulletin** Nevada. Office of the Superintendent of Public Instruction,1919 **Reports of the Railroad and Public Service Commissions of Nevada** Nevada. Railroad Commission,1919 **Biennial Reports of the Railroad and Public Service Commissions of Nevada** Nevada. Railroad Commission,1919 The First annual report of the Public Service Commission of Nevada is found in the Fourth annual report of the Railroad Commission of Nevada 1911 Energy National Conference of State Legislatures. Energy Policy Project,1975

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