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# 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 Government Administrative Assistant Exams

**United States. Public Health Service**

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Federal Office Assistant Examination United States Civil Service Commission,1973    Federal Office Assistant Examination Elizabeth D. Johnson,1976    Schedule of Examinations and Instructions to Applicants United States Civil Service Commission,1901    **Nurse (practical and Public Health) Student Nurse** Arco Publishing Company,1961

**Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research**,1925    **New Public Personnel Studies** ,1930    **Public Works** ,1922    *Independent Offices Appropriations* United States. Congress. House. Committee on Appropriations,1928    Playground and Recreation Director's Handbook Arco Publishing Company,1964    **Report of Wage and Personnel Survey** United States. Personnel Classification Board,1929

**Public School Administration** Ellwood Patterson Cubberley,1916    *Allied Health Education Programs in Junior and Senior Colleges* United States. Health Resources Administration. Division of Associated Health Professions,1978    **Public Personnel Studies** ,1930    *Ohio Public Health Journal* ,1922    *Reprint from the Public Health Reports* United States. Public Health Service,1915    Monthly Catalog of United States Government Publications United States. Superintendent of Documents,1961    *Administration Reports Laid Before the Council of Government During the Session .... Mauritius*,1918

**Municipal Journal and Public Works Engineer** ,1909    Government Executive ,1995    **Report of the Director-general of Public Health, New South Wales, for the Year Ended** ... New South Wales. Dept. of Public Health,1920

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