

ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately 120 multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE **ADMINISTRATIVE ASSISTANT** **EXAMINATION**

FILING:

In this type of question you are to select the name which would be filed LAST if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Erma T. Jones
4. Ernest G. James

The correct answer in this sample would be 1 because Ernie P. Jones would be filed last.

Administrative Assistant Study Guide

Marilyn Fenichel



Administrative Assistant Study Guide:

CMAA Study Guide 2019 & 2020 Points Exam Prep Team,2019-07-23 This book is a concise study guide for the Medical Administrative Assistant Certification Exam **CMAA Study Guide 2017** Key Points Exam Prep Team,2017-04-16 CMAA Study Guide 2017 is an exam study guide for the Certified Medical Administrative Assistant Certification test

Newman's Certified Medical Office Administrative Assistant Study Guide Xavier Newman,Sharnera Burgess,Xaiver R S Newman Nrccha Nrcs,2014-03-15 While medical administrative assistant duties vary by employer professionals in this field typically perform a variety of tasks to support the medical team with administrative functions and care of patients They may use their medical administrative assistant training to update medical histories transcribe treatment notes arrange for patient hospitalization process insurance forms and oversee inventory of office and medical supplies In some practices a medical administrative assistant may be the first contact a patient has with the medical team Professionals in this role might be responsible for greeting patients and visitors answering telephones scheduling appointments managing email inquiries and answering questions Medical administrative assistant requirements often include solid interpersonal skills proficiency in written and verbal communication and good spelling and grammar Strong organizational skills and the ability to work independently are also important attributes for aspiring medical administrative assistants This guide is intended to aid in preparation for the general certifications regarding the Certified Medical Administrative Assistant This text ALSO contains over 800 practice exam questions *Administrative Assistant I* National Learning Corporation,2016 The Administrative Assistant I Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to office management supervision preparing written material grammar punctuation and spelling and other related areas **Certified Medical Administrative Assistant (CMAA) Study Guide Edition 3.0** Assessment Technologies Institute,2022-09 *Administrative Assistant* National Learning Corporation,2019-02 The Administrative Assistant Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to clerical operations using letters and numbers office management and record keeping preparing written material public contact principles and practices and other related areas Cmaa certified medical administrative assistant exam prep 2025-2026 Elliot Spencer,2025-08-01 Today s healthcare employers demand more than basic knowledge they want job ready professionals who can think on their feet manage fast paced front office operations and communicate with empathy and precision But how do you prepare for an exam that tests not just what you know but how well you can apply it in real world clinical settings That s the challenge This book is the solution Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association NHA this powerful guide equips you with everything you need to pass with

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