

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

Raffaela Di Napoli



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 Administratve Assistant Study Guide** Xaiver Newman,Sharnera Burgess,Xaiver R S Newman Nrcaha Nrccs,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

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Table of Contents Administrative Assistant Study Guide

1. Understanding the eBook Administrative Assistant Study Guide
 - The Rise of Digital Reading Administrative Assistant Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Administrative Assistant Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Administrative Assistant Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Administrative Assistant Study Guide
 - Personalized Recommendations

- Administrative Assistant Study Guide User Reviews and Ratings
- Administrative Assistant Study Guide and Bestseller Lists
- 5. Accessing Administrative Assistant Study Guide Free and Paid eBooks
 - Administrative Assistant Study Guide Public Domain eBooks
 - Administrative Assistant Study Guide eBook Subscription Services
 - Administrative Assistant Study Guide Budget-Friendly Options
- 6. Navigating Administrative Assistant Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Administrative Assistant Study Guide Compatibility with Devices
 - Administrative Assistant Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Administrative Assistant Study Guide
 - Highlighting and Note-Taking Administrative Assistant Study Guide
 - Interactive Elements Administrative Assistant Study Guide
- 8. Staying Engaged with Administrative Assistant Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Administrative Assistant Study Guide
- 9. Balancing eBooks and Physical Books Administrative Assistant Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Administrative Assistant Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Administrative Assistant Study Guide
 - Setting Reading Goals Administrative Assistant Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Administrative Assistant Study Guide
 - Fact-Checking eBook Content of Administrative Assistant Study Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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