

7. A patient who does not call to cancel and does not come to an appointment is called

- a. A no show
- b. A walk-in
- c. Cancelled
- d. Rescheduled

8. What is the first thing that should be done when a shipment of supplies arrives at the medical office?

- a. Put the supplies away
- b. Pay the vendor
- c. Check the shipment against the order form and packing slip
- d. File the invoice

9. Which of the following is necessary to release a patient's record to the patient's insurance company?

- a. Physician's permission
- b. Patient's written permission
- c. Patient's verbal permission
- d. Verification of the insurance company

10. Which of the following features is necessary for storing files?

- a. A site that is easily accessible for staff
- b. Cardboard storage containers
- c. A site that is easily accessible for patients
- d. A site that is kept locked

11. Telephone calls that require the practitioner's personal attention include which of the following?

- a. Patient requests to discuss abnormal test results
- b. Billing inquiries
- c. Requests for referrals to other doctors
- d. Administrative questions

Sample Test For Administrative Assistant

Malcolm Warner



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