

NHA MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION, CMAA TEST QUESTIONS AND ANSWERS NEW WRITTEN EXAM UPDATE 2023

When a medical administrative assistant makes arrangements for a staff member to attend a conference, which of the following is the most important step for keeping the office informed?

- A) Evaluate the continuing education units value
- B) Determine the conference enrollment deadline
- C) Calculate the expense of the conference
- D) Distribute the travel itinerary - Answer Distribute the travel itinerary

A physician is called out of the office for an emergency while patients are in the waiting room. After informing the patients, which of the following is the most appropriate way for the medical administrative assistant to manage the patients?

- A) Try to reschedule the appointments before the patient's leave
- B) Have the patients wait until the physician returns
- C) Tell the patients that cannot be seen today
- D) Have the patients call back to reschedule - Answer Try to reschedule the appointments before the patient's leave

After opening a report from a patient's previous provider, which of the following is the medical administrative assistant's next step?

- A) File the report in the patient's chart
- B) Return the report to the provider who supplied it
- C) Make a copy of the report to give to the patient
- D) Give the report to the patient's current provider for review - Answer Give the report to the patient's current provider for review

Several patient's cancel their appointments for the day. Which of the following is the first action for the medical administrative assistant to take?

- A) Call the last patient of the day and see if he can come in earlier

Administrative Assistant Test Questions Answers

**United States Civil Service
Commission**



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