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# NCCT Medical Assistant Practice Test

## Questions & Answers

1. To ensure that the medical office has the supplies it needs, the medical assistance should establish a \_\_\_\_\_?

**ANS** 1. Reorder Point

2. Inventory control log

3. Order quantity

2. A \_\_\_\_\_ is created containing the name, address, and phone number of both the vendor and the medical practice. It will also have a preassigned number to track the order, the quantity of items ordered, the price of the items, and the date purchased.

**ANS** Purchase Order

3. Periodically, the medical assistant should check all equipment in the office to ensure that courts are not afraid, do not present hazards, and are in good working order. A \_\_\_\_\_ will help the medical assistant track this routine

# Library Assistant Practice Test

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