
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

Scott C. Dulebohn



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