

Admitting Officer II

Test Preparation Material

Category Breakdown

- **Customer Service:** Attentiveness, Communication, Conflict Resolution
- **Financial Estimates:** Reviewing health insurance information to assess and generate estimates
- **Forms and Reports:** Reviewing documents to locate and identify information
- **General Knowledge:** Consists of foundational knowledge related to the medical field including definitions, universal processes and procedures, and reviewing information to identify patterns or rules and applying those rules
- **Medical Terminology:** Definitions of words, antonyms, synonyms related to the medical field
- **Proofreading:** Reviewing a document to ensure no errors in content (I.E. numbers, dates, names, capitalization, punctuation, grammar, etc.)