

MEDICAL OFFICE ADMINISTRATOR

COURSE OUTLINE


The course consists of 14 modules. These modules are covered in the classroom and in the clinical lab and in the practicum.

- The Canadian Healthcare Industry
- The Medical Office Administration Profession
- Medicine, Ethics and Law
- Interpersonal Skills and Human Behavior
- Professional Behaviors in the Workplace
- Computer Concepts
- Written Communications & Mail Processing
- Patient Scheduling and Processing
- Health Information Management
- Professional Fees, Billing and Coding
- Medical Practice Management
- Medical Terminology
- Medical Transcriptions
- Medical Practice Management



We are a member of the
Career Colleges of Ontario (CCO) and National Association of Career Colleges (NACC)



 (905) 566 0507

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Total Number of Hours:	945 Hrs. Theory + 215 Hrs. Field Placement = 1160 Total Hrs.
Number of Weeks:	58 Weeks
Program Duration:	2 Academic Years

PROGRAM SUMMARY

The Medical Office Administrator Diploma Program is designed to provide students with the business, technology and communications skills needed to work in a private physician's office, single or multi - specialty clinic, or hospital setting. Emphasis is placed on medical terminology, body systems, medical transcription and medical office procedures. Upon completion of the program, students will be able to conduct medical histories, explain treatment procedures, and prepare clients for examinations. Our Medical Office Assistant Program also fosters the development of interpersonal skills, organizational effectiveness, and communication skills necessary to function in a medical environment.


CAREER OPPORTUNITIES

Expect to find employment in a variety of settings including private medical clinics, Community Health Units, hospital departments such as Admissions, Out- Patient Clinics, Emergency, Radiology, or as a ward clerk or surgical Booking clerk. You'll also be fully qualified to work in nursing homes, palliative care facilities, senior citizens' residences and medical transcription departments / facilities. The diversity of opportunities doesn't end there as you'll also qualify to work in private veterinary clinics, medical specialty offices, midwifery clinics, medical supply companies, Chiropractic or Physiotherapyclinics and insurance companies dealing with private medical insurance.

CO-OP: Medical Office Administration students complete their education with 215 hours of practicum experience.

JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE.

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