

MEDICAL OFFICE ADMINISTRATOR

COURSE OUTLINE

The course consists of 18 subjects. These subjects are covered in the classroom, the clinical lab and in the practicum (Internship in a Medical Office Environment).

- The Canadian Healthcare Industry
- The Medical Office Administration Profession
- Medicine, Ethics and Law
- Interpersonal Skills and Human Behavior
- Professional Behavior in the Workplace
- Telephone Techniques
- Computer Concepts 1 (Keyboarding)
- Computer Concepts 2 (Microsoft Office 2016)
- Written Communications and Mail Processing
- Patient Scheduling and Processing
- Health Information Management
- Professional Fees, Billing and Coding
- Financial Practice Management - Fundamental Accounting Principles
- Medical Practice Management and Human Resources
- Medical Terminology
- Medical Transcription Fundamentals
- Career Development and Life Skills

Total Number of Hours:	655 Hrs Theory + 290 Hrs Practical = 945 Total Hrs
Number of Weeks:	41 Weeks
Program Duration:	1 Academic Year

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. More emphasis is given 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 medical specialty offices, midwifery clinics, medical supply companies, Chiropractic or Physiotherapy clinics and insurance companies dealing with private medical insurance.



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