



Medical Office Administration

Graduates from this program are prepared with the skills needed to secure a position in the medical office or hospital environment.

Program Contents

- Medical Terminology
- Anatomy
- Physiology
- Patient Relations
- Medical Ethics
- Physician Referrals
- Medical Office Procedures
- Medical Machine Transcription
- AbelMed Software
- OHIP Billing

Admission Requirements

- Administrative Studies Diploma (or equivalent)
- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 12 week program
- 4 hours/week

Acquired Skills

- Scheduling medical appointments via AbelMed Software
- Computerized OHIP Billing
- Medical machine transcription
- Basic medical terminology
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

Career Opportunities

- Medical Office Assistant
- Medical Transcriptionist
- Hospital Clerk
- Doctor's Office Receptionist
- Clinic Administrator
- OHIP Billing Agent

Location(s)

Mississauga Campus

190 Robert Speck Parkway
Mississauga, ON L6Z 3K3
Phone: 905•949•9400

Burlington Campus

460 Brant Street Suite 26
Burlington, ON L7R 4B6
Phone: 905•637•3415

Medical Office Administration can be taken as a stand-alone course or in conjunction with the Administrative Studies program

Call Now & Start Your Success Today!