



Medical Receptionist & Administration Diploma

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

Program Contents

- Accounting Concepts
- Business Communications
- Customer Service
- Anatomy
- Medical Terminology
- Medical Office Procedures
- OHIP Billing
- Medical Transcription
- AbelMed Software
- Career Management
- Computer Fundamentals
- Windows Environment
- MS Office Suite

Admission Requirements

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

Duration

- 17 week program
- 25 hours/week

Tuition Cost

\$5,630.00*

*Does not include books and other fees

Acquired Skills

- Familiarity with medical terminology
- Sound knowledge of OHIP billing
- Competence in WSIB billing
- Third party and private insurance billing practices
- Medical transcript creation
- 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 Receptionist
- Medical Secretary
- Hospital Administration Clerk
- OHIP & WSIB Billing Agent
- Weight Loss Clinic Administrator
- Medical Call Centre 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
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