



35 Weeks/700 Hours

Course details



MEDICAL OFFICE ADMINISTRATION



STUDENT SUPPORT COMMUNITY



Employment opportunities and salary

HEALTHCARE FACULTY

- ✓ Medical administrative assistant
- ✓ Medical secretary
- ✓ Medical stenographer
- ✓ Reception & switch board operators
- ✓ Security Administrator
- ✓ Secretary, ward – hospital
- ✓ Ward secretary- hospital
- ✓ Supportive health services
- ✓ Supportive health services
- ✓ Supportive health services
- ✓ Medical office assistance

C\$17.19/ hour
 Avg. Base Hourly Rate (CAD)
 Source: jobbank.gc.ca
 And payscale.com

C\$40,75 year
 Avg. Base Hourly Rate (CAD)

NOC codes:

- Medical Secretaries: 1243
- Receptionist & Switch board Operators:141
- Supportive Staff in Health Care:3414



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Course details



MEDICAL OFFICE ADMINISTRATOR



Program Summary

Our Medical Office Administration Diploma program prepares students for administrative positions working in medical environments. Graduates will use appropriate terminology when dealing with medical staff and clients/patients and will be able to assist medical staff with the care and administration of patients. Graduates will be prepared to produce transcribed reports and process computerized OHIP billing and associated documentation.



Learning Focus

- Windows and Outlook
- Microsoft Word (Basic & Advanced)
- Microsoft Excel
- Microsoft Access
- Accounting for Medical Office Admin
- QuickBooks
- Career Preparation
- Office Procedures
- Anatomy & Physiology
- Simple accounting
- Medical Transcription
- Medical Office Administrative Procedure
- Medical Coding and OHIP Billing



What do medical office administrators do?

Medical office administrators (sometimes called medical secretaries or medical office assistants) are responsible for managing the administrative duties of a medical practitioner's office. The main objective of a medical office administrator is to ensure that all administrative duties of the medical office are handled properly and efficiently, that the office runs smoothly, and that all patient needs are met. Their responsibilities include answering phone calls, creating and managing patient files, scheduling and confirming appointments and handling billing issues.

Additionally, medical office administrators must maintain calendars and appointments for the medical professionals who work in the office. The medical office administrator is often the first person that a patient sees when they arrive at the doctor's office. They are in charge of checking patients in, providing forms to patients, answering any questions, and helping patients to feel comfortable as they wait for their appointment.

MEDICAL OFFICE ADMINISTRATOR



Windows and Outlook

In this module, the students will explore the basic system operating functions of Microsoft Windows, which include managing the desktop, files and folders, running applications, system settings and tools. Students can expect to cover such information as email composing, formatting as well as inserting attachments.

Hours

50

Microsoft Word (Basic & Advanced)

The students will learn to compose and format formal business letters, reports, tables and other business forms. They will enter and edit text in documents and tables, change page layouts, and format using tabs and font styles to produce professional looking documents. Discover how to save and retrieve documents, activate spell-checking tools, use the mouse to activate the Tabs and create and edit documents.

75

Microsoft Excel

The module focuses on how to input and organize data; format and print worksheets and charts; as well as how to edit, move and copy text, formulas and files. In addition to creating formulas, graphs and pie charts, work with multiple worksheets, use advanced formatting techniques to track and analyze business operating and produce presentations and financial reports.

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Microsoft Access

This program of the Microsoft Office Suite, will teach students how to use MS Access to manage business data. Students will learn how to enter and edit data using tables and forms they have created, how to query, sort and create reports using Wizards.

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Accounting for Medical Office Admin

This course teaches students accounting information system which communicates about an organization's economic activities.

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QuickBooks

Students learn how to set up new data files, vendors and customers lists, process A/P and A/R transactions, and create reports and graphs in QuickBooks to support small business activities. .

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Anatomy & Physiology

This subject teaches students Introduction to Anatomy and Physiology explores basic concepts of both structure and function of the human body developed and delivered as an integrated approach. Students cover basic principles of anatomy and physiology and study in further detail of the eleven systems of the body (skeletal, muscular, nervous, cardiovascular, respiratory, integumentary, urinary, reproductive, immune, endocrine and gastrointestinal). Teaching and learning will take place in lectures and tutorial settings using state of the art resources. Introduction to Anatomy and Physiology provides an exciting insight into the human body and forms an excellent basis to more advanced topics in anatomy/physiology.

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Simple accounting

This course students will be comfortable with computerized accounting principles as well as the installation, configuring and use of Simply Accounting.

Hours
75

Medical Transcription

The Medical Transcription Program is designed to provide students with a beginning knowledge of the transcription of medical records. Students gain a working knowledge of medical terminology and the ability to transcribe medical reports, learning the skills they need to obtain an entry-level position as a medical transcriber.

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Medical Office Administrative Procedure

The curriculum design for the teaching of basic skills as part of vocational education and demonstrates the relationship of vocationally related skills to communication, mathematics, and science knowledge. This class prepares students for employment in, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; utilize Allied Health technical supportive services and work as a member of a health care team.

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Medical Coding and OHIP Billing

This Course teaches students how health claims (mostly from Ministry of Health) are carefully recorded, billed and reconciled to obtain the maximum revenue on a timely basis.

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Office Procedures

This course lets the student practice and demonstrates real-world job skills, document processing, interpersonal relations, communication and information management. The ability to use these skills will enable the students to adapt to the office environment.

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Career Preparation

This subject will guide students through the practices, patterns, and requirements for creating infrastructure that meets company needs, and develop skills to be capable of managing the full life cycle of cloud applications.

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Contact us

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