



Medical Office Administration Diploma Program



CAREER OPPORTUNITIES

- Medical Receptionist
- Medical Coder
- Medical Office Assistant
- Medical Secretary
- Medical Stenographer
- Secretary Ward
- Transcriptionists
- Hospital Unit Managers
- Admissions Clerks
- Records Managers
- Billing Clerks
- Medical Coders

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

 **905-667-8333, 905-412-5222**

 **admissions@aolccpickering.com, busdev@aolccpickering.com**

 **Unit 16A & 15B, 1400 Bayly Street, Pickering, ON L1W 3R2**

Medical Office Administration Diploma Program

Program Objectives

The Medical Office Administration diploma provides students with the basic knowledge, skills, and work experience needed to become permanently employable in various medical settings. Skill development is delivered in three areas:

- Comprehensive medical administrative knowledge, including medical language, transcription, and medical office procedures.
- Full range of computer and office skills, including current software applications, keyboarding skills of 40 WPM, general office management, and accounting. Customer service and personal and professional development.

Method of delivery

Integrated Learning System facilitated by Academy of Learning Career College facilitators, online and in campus.

Career Opportunities

Medical Office Administrators work in doctors' offices, hospitals, medical clinics, pharmaceutical companies, government health agencies, and a variety of other medical office settings. They are integral members of the healthcare delivery team and perform many administrative and some basic clinical procedures.

Financial Assistance

- Several funding options exist for students, our Financial Aid Officer would be glad to answer any of your questions. Student Financial Assistance Options include:
- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

Duties and Responsibilities

- Understand the physical, emotional, and intellectual development of children from infancy to age 12
- Maintain a professional approach while observing and guiding children throughout the day
- Demonstrate effective communication skills with parents, children, and co-workers
- Encourage socialization of children as they play and experience things together
- Be knowledgeable in related health and safety issues during daily operations
- Ensure health, safety, nutrition, and hygiene standards are followed, including meal support, housekeeping duties, and equipment maintenance.
- Attend staff meetings to discuss progress and problems with children

Competencies and Core Courses

Word Processing

- Intermediate level of proficiency in Microsoft Word

Spreadsheets

- Intermediate level of proficiency in Microsoft Excel

Office Skills

- Intermediate level of proficiency in Microsoft Outlook

Medical Terminology

- Medical language and healthcare terminology

Medical Billing

- Billing, coding, and insurance processing

Healthcare Documentation

- Medical correspondence, front desk operations and record keeping

Privacy & Compliance

- Confidentiality and healthcare regulations

Professional Skills

- Workplace ethics and organizational skills

Job Readiness/Employability

- Skills strategies for success

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