



Academy of Learning

CAREER COLLEGE

Medical Office Assistant with Health Unit Coordinator Specialty Diploma Program



CAREER OPPORTUNITIES

- Physicians' offices, clinics, healthcare centers
- Walk-in care Centers
- Ambulatory Clinics
- Complementary and Alternative Medicine clinics
- Long-term and Extended Care Departments

Government Grants and Financial Assistance may be available to those who qualify.

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Medical Office Assistant with Health Unit Coordinator Specialty

Program Objectives

This program provides students with the basic knowledge, skills, and work experience needed to become permanently employable in a medical setting. 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, bookkeeping, and personal and professional development.
- ◆ On-site work experience through participation in a 160-hour placement at an approved healthcare facility.

Duties and Responsibilities

Medical administrative assistants are responsible for a wide range of tasks to ensure the office they are managing functions smoothly. These tasks can vary by location but typically include:

- ◆ Checking patients in at the front desk
- ◆ Answering the phone inquiries
- ◆ Scheduling patients for appointments
- ◆ Interviewing patients for case histories in advance of appointments
- ◆ Compiling medical records and charts
- ◆ Processing insurance payments
- ◆ Operating computer software and office equipment
- ◆ Transferring lab results to the appropriate clinician
- ◆ Maintaining supplies and appearance for the office
- ◆ Coordinate with other medical personnel in to deliver appropriate services to patients and other stakeholders

Career Opportunities

- ◆ Physicians' offices, clinics, and mental healthcare and allied healthcare centres
- ◆ Walk-in care centres
- ◆ Ambulatory clinics
- ◆ Complementary and alternative medicine clinics
- ◆ Long-term and extended care departments
- ◆ Medical research facilities
- ◆ Medical laboratory and diagnostic imaging centres
- ◆ Physiotherapy and occupational therapy clinics
- ◆ Group homes and community living societies
- ◆ Fitness and wellness centres
- ◆ Hospital admissions and E.R. departments
- ◆ Ambulatory and outpatient departments
- ◆ Laboratory and x-ray departments

Method of Delivery

Students of this programs will be taught and trained in a virtual reality class method of instruction.

Financial Assistance

Several funding options exist for students, our Aid Officer would be glad to answer any of your questions. Student Financial Assistance Options include:

- ◆ Ontario Student Assistance Program (OSAP)
- ◆ Employment Ontario Second Career Program
- ◆ Interest-Free Monthly Payment Plan Options