



# 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**

### AOLCC North York Campus:

☎ 647-494-5544  
✉ [info@aolccnorthyork.com](mailto:info@aolccnorthyork.com)  
📍 29 Gervais Drive, North York, ON. M3C 1Y9

### AOLCC Oshawa Campus:

☎ 647-494-7766  
✉ [info@aolccoshawa.com](mailto:info@aolccoshawa.com)  
📍 9 Bagot Street, Oshawa, ON. L1H 1M9

# 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.

## 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. Typical job titles include:

- Medical Receptionist Medical Coder
- Medical Office Assistant
- Medical Secretary
- Medical Stenographer
- Secretary Ward
- Transcriptionists
- Hospital Unit Managers

## Duties and Responsibilities

- Serve as the contact individual for the office, both in person and over the telephone.
- Screen patient-related phone calls, respond to inquiries, and provide appropriate direction.
- Provide administrative support to the director of the facility.
- Provide clerical support to the nursing department.
- Transcribe medical consultation letters and reports.
- May supervise, train and coordinate the work of junior office staff
- Administer financial and accounting duties, such as processing transactions, paying bills, completing deposits, and maintaining the ledger.
- Set-up and maintain office/patient filing system  
Manage records and store information efficiently.  
Maintain computer-based appointment calendars.

## Method of delivery

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

## 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)
- Employment Ontario Second Career Program
- Interest-Free Monthly Payment Plan Options

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