



Medical Office Assistant Diploma Program- Virtual



CAREER OPPORTUNITIES

- Physicians' Offices, Clinics, Mental Healthcare and Allied Healthcare Centres
- Walk-in Care Centres
- Ambulatory Clinics
- Complementary and Alternative Medicine Clinics
- Long-Term and Extended Care Departments

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

AOLCC North York Campus:

☎ 647-494-5544
✉ info@aolccnorthyork.com
📍 29 Gervais Drive, North York, ON. M3C 1Y9

AOLCC Oshawa Campus:

☎ 647-494-7766
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📍 9 Bagot Street, Oshawa, ON. L1H 1M9

Medical Office Assistant Program

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 our 160-hour placement at an approved healthcare facility.

Duties & 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
- Scheduling patients for appointments
- Interviewing patients for case histories in advance of appointments
- In 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

Career Opportunities

Graduates of this program are qualified to work in a wide variety of healthcare settings and occupations. Job titles vary location, but graduates are an integral part of many healthcare settings, including:

- Physicians' offices, clinics and mental healthcare and allied healthcare centers
- Walk in centers
- Ambulatory clinics,
- Complementary and alternative medicine clinics
- Long Term and Extended Care departments
- Medical research facilities
- Medical laboratory and diagnostic imaging centers
- Physiotherapy and occupational therapy clinics
- Group homes and community living societies
- Fitness and wellness centers
- Hospital admissions and E.R. department
- Ambulatory and outpatient departments
- Laboratory and X-ray departments
- Medical, finance and administrative departments
- Booking an O.R. bed booking
- Healthcare records department

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

Method of Delivery

Students of this program will be taught and trained in a virtual reality class. Method of instruction

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