



Medical Office Assistant with Health Unit Coordinator Speciality Diploma Program



CAREER OPPORTUNITIES

- Physicians' Offices, Clinics, Healthcare Centres
- Walk-in Care Centres
- Ambulatory Clinics
- Complementary and Alternative Medicine Clinics
- Long-Term and Extended Care Departments
- Dental Assistant,
- Nursing Assistant
- Pharmacy Technician
- Medical Records
- Health Information Technician

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

AOLCC North York Campus:

☎ 647-494-5544
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📍 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 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 our 160-hour placement at an approved healthcare facility.

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

Career Opportunities

- 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

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
- 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

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