

# MEDICAL & HEALTH OFFICE ADMINISTRATOR WORK STUDY DIPLOMA

TIME  
COMMITMENT

**1920**  
HOURS

PROGRAM  
LENGTH

**48**  
WEEKS

WORK  
PLACEMENT

**48**  
WEEKS

## COURSE OVERVIEW.

The Office Administration - Health Services program will teach you about medical terminology and transcription, billing and patient management, office producers, ethics, and research.

You'll also master current software and computer skills that are key components of today's busy medical office.

## ENTRY REQUIRMENTS

- + Live Online or in Person Interview
- + 18 year of age or older
- + An Ontario Secondary School Diploma or equivalent, or Mature Students that pass a Wonderlic Scholastic Level Exam.
- + IELTS of 5.5 or equivalent for Non-native English speakers or successfully pass an Ontario College of Business & Law ESL Basic & ESL
- + Advance with a min. passing grade average of 60%
- + Post-secondary diploma, degree or a certificate from another country is considered an equivalent to an Ontario Secondary School Diploma if assessed at an Ontario OSSD level by a recognized assessment service such as World Education Service at [www.wes.org/ca](http://www.wes.org/ca)
- + University of Toronto, School of Continuing Studies, Comparative Education Service at [www.learn.utoronto.ca/ces](http://www.learn.utoronto.ca/ces)
- + International Credential Assessment Service at [www.icascanada.ca](http://www.icascanada.ca)



## LEARNING OUTCOMES.

Throughout the first 48 weeks Medical & Health Office Administrator course will cover core medical and health topics as an administrator such as medical terminology, medical office procedures, human resources, computer applications, soft skills, etc. to ensure you can navigate any medical & health administrative environment. Additionally, you'll gain knowledge in specialized topics:

- + Medical office procedures.
- + Medical terminology, anatomy, and medicine.
- + Medical e-billing and scheduling.
- + Medical transcription and techniques.
- + Specialized medical software applications.
- + Specialized administrative support to medical professionals.
- + Producing accurate medical documents.
- + Research on the Internet.
- + Scheduling and task coordination skills.
- + Essential interpersonal skills.
- + Customer service skills through simulated patient encounters.
- + Written and oral communication skills.

EARN  
UP TO  
**\$131,469**  
CAD/YEAR

To help you retain information, you'll learn these topics in small seminar classes, listen to lectures by guest speakers, partake in external competitions and industry visits, present research reports and more.

You will then begin a 48 week paid/unpaid internship during which you will continue to apply the skills you learned in the program.

By enrolling in the course, you will learn from top industry professionals, engage in real world projects with community partners, team up with students from our other programs, network and build connections with hiring partners and professionals in the Medical and Health Industries, and build a robust portfolio with tangible results to jumpstart your career.

## CONTACT DETAILS.

✉ [info@myontariocollege.com](mailto:info@myontariocollege.com)

☎ (416) 265-5343

🌐 [www.myontariocollege.ca](http://www.myontariocollege.ca)



## COURSE DETAILS.

- + Program Code: MHOA-WS
- + Credential: Ontario College Graduate
- + Diploma Program Type: Diploma program
- + Program Length: 104 weeks / Full Time
- + Program Hours: 1920 hrs. (960 program hrs. +960 co-op hrs.)
- + Days: Monday to Sunday
- + Class Hours options: Morning / Evening
- + Start Date: Winter, Summer & Fall (Multiple Entry)

## TUITION.

- + Tuition Fee: \$16,250
- + International Students: \$1,250
- + Registration Fee: \$500
- + Health Insurance: \$1400 (Optional)

## CURRICULUM.

1	Computer Applications	80.00	CA- MHOA
2	Business Communications	40.00	BC- MHOA
3	Business Accounting	80.00	BA- MHOA
4	Human Resources	40.00	HR- MHOA
5	Career Management	40.00	CM- MHOA
6	English Fundamentals	80.00	EF- MHOA
7	Keyboarding	80.00	K- MHOA
8	Soft Skills	40.00	SS- MHOA
9	Introduction to Basic Human Anatomy and Physiology	120.00	IBHAP- MHOA
10	Medical Terminology	120.00	MT- MHOA
11	Medical Office Procedures	80.00	MOP- MHOA
12	Computer Health Applications Software	80.00	CHAS- MHOA
13	Medical Transcription	80.00	MTS- MHOA
14	Practicum	960.00	





## SETTLEMENT SERVICES.

SETTLEMENT SERVICES AVAILABLE FOR A FEE:

- + Airport Pick-up
- + Arranging accommodation
- + Assisting in application for Social Insurance Number
- + Assisting in opening a bank account
- Media services (introducing internet / cell phone providers)
- + Neighborhood support services (community, religion and social events)
- + All related services to help you settle into the Canadian student culture

PREPARE