Academy of Learning
CAREER COLLEGE

Chinese English

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

905-595-7775

admission@aolccrichmondhill.com

Unit 202, 10909 Yonge Street, Richmond Hill, Ontario. L4C 3E3

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.

Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

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

Career Opportunities

- Physicians' offices, clinics and mental healthcare and allied healthcare centers
- 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

Competencies and Core Courses

Word Processing

Intermediate level of proficiency in Microsoft Word

Spreadsheets

Intermediate level of proficiency in Microsoft Excel

Business Skills

Business Essentials, Business Math, Business Correspondence Level 1 and Level 2, Business Verbal Communication, Business Negotiations & Contracts, Business Financial Management, Grammar Essentials for Business Writing, Customer Service, Management Fundamentals, Business Supervisory Skills, Marketing & Sales, Marketing Administration, Project Level 1, and Project Management Fundamentals Level 1, Conference and Event Management

Job Readiness/Employability Skills

Job Search and Résumé Writing and Employment Success Strategies

Financial Assistance

Student Financial Assistance Options include:

- Ontario Student Assistance Program (OSAP)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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