



# Medical Office Administration

## PROGRAM OUTLINE

### PROGRAM DETAILS

The **Medical Office Administration Program** at **A1 Global College** prepares students for a rewarding healthcare career. Gain skills in medical terminology, office management, electronic health records, and communication. Practical training and supervised externships ensure proficiency in professional skills, ethics, confidentiality, and compassionate care.

### ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Minimum 18 years or older
- Proficiency in English
- Clear Vulnerable Sector Police Check
- Immunization and Health ensuring safety

For the most accurate and up-to-date admission requirements, we recommend contacting our college campus directly or visiting our website. Please note that meeting the minimum requirements does not guarantee admission, as certain programs may have limited availability.

### EMPLOYMENT PROFILE

The role of a Medical Office Administrator is multifaceted, requiring a blend of administrative expertise and a thorough understanding of medical terminology and procedures.

As the primary point of contact for patients, physicians, and other healthcare professionals, a Medical Office Administrator manages various **administrative tasks** with precision and professionalism. This includes scheduling appointments, maintaining electronic health records, and handling billing and insurance claims. Additionally, they play a crucial role in ensuring the smooth operation of the office by managing inventory, coordinating staff schedules, and facilitating communication between different departments.

### CAREER OPPORTUNITIES

Graduates are qualified for a range of entry-level to mid-level positions in a medical office setting, such as:

- **Medical Office Assistant**
- **Administrative Assistant- Medical**
- **Medical Secretary**
- **Medical Transcriptionist**
- **Medical Billing Specialist**
- **Medical Records Technician**
- **Medical Stenographer**

95%	Graduate Satisfaction
\$45K-70K	Annual Salary
\$22/hr-34/hr	Hourly Rate

*\*According to jobbank.gc.ca (NOC 13112)*

### PROGRAM DURATION

Total program hours	625 Hours
Total program length	25 Weeks

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The Medical Office Administration Program at A1 Global College focuses on providing students with the essential knowledge and skills necessary to thrive in a medical office setting.

Here are the program's core focus areas:

- Medical Terminology
- Office Administration
- Medical Billing and Coding
- Healthcare Communication
- Clinical Procedures
- Medical Office Software and Technology
- Ethics and Professionalism

Gain practical skills through hands-on training, simulations, and real-world exercises in the Medical Office Administration Program at A1Global College, preparing you for success in medical offices and contributing to efficient healthcare operations.

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### PROGRAM SUMMARY

This table will display a summary of total instructional hours, delivery format and percentage weight for every type of learning entered in the List of Subjects. The Ministry, Ontario Career College and any subject or education assessors may refer to this section for a general understanding of the components of the program.

Type of Learning	Total Instruction Hours	Delivery Format	% Weight
Theory	550.00	Online	88.00
Practicum	75.00	In-person	12.00
<b>Total Programming Hours</b>	<b>625.00</b>		<b>100</b>

### List of subjects with the time allocation for each

#	Subject	Instruction Hours	Delivery Format
1	Anatomy and Physiology	50.00	Online
2	Medical Terminology	50.00	Online
3	Medical Transcription	50.00	Online
4	Medical Coding and OHIP Billing	50.00	Online
5	Job Search Strategies	25.00	Online

6	Computer Fundamentals	25.00	Online
7	Windows Operating System	25.00	Online
8	Keyboarding and Speed Development	25.00	Online
9	MS Word: Word Processing	50.00	Online
10	MS Excel: Numerical Processing	50.00	Online
11	MS Outlook: Electronic Communications	50.00	Online
12	Communications/Customer Service	25.00	Online
13	Bookkeeping and Accounting Essentials	50.00	Online
14	Medical Administration	25.00	Online
15	Practicum	75.00	

*\*The course content may be changed as per Industry standards*

### Please Note:

- The courses listed above may not be presented in the order that they appear in this outline.
- Textbooks and supplies necessary for the program, including all required certifications, are included in the fee structure.
- A segment of the program may utilize online and/ or computer-assisted learning courses or a combination of various learning methods, including instructor moderation and online-delivery, to enhance the learning experience.
- To support continuous program development and updates, the College reserves the right to make amendments or modifications are needed. These revisions may include adjustments to content, updates to the curriculum, changes in course titles, materials, schedules, distribution of course content, sequencing of course delivery, instructor or course substitutions, and updates to technology software, or equipment. Any changes made are effective upon implementation.