



# Executive Medical Office Assistant PROGRAM OUTLINE

## PROGRAM DETAILS

The Executive Medical Office Assistant Program at A1 Global College equips students with the essential skills and knowledge required to work in medical and healthcare office environments. This program provides comprehensive training in medical office procedures, healthcare documentation, billing and scheduling, and professional communication. Students develop practical skills through hands-on training and real-world applications, preparing them to support physicians and healthcare teams in clinical settings. With increasing demand for skilled medical administrative professionals in Ontario, this program offers a pathway to a rewarding career in healthcare administration.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma or equivalent
- Minimum 18 years of age
- Proficiency in English
- Admission assessment (Wonderlic)

For the most accurate and up-to-date admission requirements, students are advised to contact the college campus directly.

## EMPLOYMENT PROFILE

The role of an Executive Medical Office Assistant combines advanced administrative responsibilities with patient-focused communication. These professionals support healthcare providers by managing medical records, scheduling appointments, processing billing, and ensuring efficient office operations.

Executive Medical Office Assistants are key contributors in medical practices, clinics, and healthcare facilities, helping maintain organized, compliant, and patient-centered environments.

## CAREER OPPORTUNITIES

Graduates of the program may pursue employment in roles such as:

- **Executive Medical Office Assistant**
- **Medical Office Administrator**
- **Medical Administrative Assistant**
- **Clinic Administrative Coordinator**
- **Healthcare Office Assistant**
- **Medical Receptionist**
- **Medical Billing and Scheduling Officer**

<b>Graduate Satisfaction</b>	<b>95%</b>
<b>Annual Salary</b>	<b>\$36K - \$64k</b>
<b>Hourly Rate</b>	<b>\$17.60/hr - \$32.70/hr</b>

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

## PROGRAM DURATION

<b>Total program hours</b>	<b>925 Hours</b>
<b>Total program length</b>	<b>46 Weeks</b>

## PROGRAM OUTLINE

The Executive Medical Office Assistant Program at A1 Global College is designed to provide students with the practical skills and knowledge needed to succeed in medical office environments. The program focuses on core administrative, technical, and professional competencies required in modern healthcare settings.

Here are the program's core focus areas:

- Medical Office Administration
- Medical Terminology and Documentation
- Billing, Scheduling, and Records Management
- Medical Office Software and Technology
- Professional Communication and Career Development

Students gain hands-on experience through structured training activities that prepare them for real-world healthcare office operations.

## PROGRAM SUMMARY

This table displays a summary of total instructional hours, delivery format, and percentage weight for each type of learning entered in the List of Subjects. The Ministry, Career College, and education assessors may refer to this section for a general understanding of the program structure.

Type of Learning	Total Instruction Hours	Delivery Format	% Weight
Theory	917.00	Hybrid	99.14%
Practical	8.00	In person	0.86%
<b>Total Type of Learning</b>	<b>925.00</b>		<b>100%</b>



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## List of subjects with the time allocation for each

#	Subject	Instruction Hours	Delivery Format
1	Law and Ethics in Medical Law	25	Hybrid
2	Microsoft 365/Windows	150	Hybrid
3	Health Office Billing	25	Hybrid
4	Healthcare Office Transcripts	50	Hybrid
5	Medical Office Terminology	50	Hybrid
6	Medical Office Software	50	Hybrid
7	Pharmacology for Medical Office	50	Hybrid
8	Records Management & Scheduling	50	Hybrid
9	First Aid CPR Level C	16	In-person
10	Career Management	9	Hybrid
11	Business Communications	75	Hybrid
12	Ward Clerk	75	Hybrid
13	Basic Anatomy	50	Hybrid
14	Veterinary Office Administration	75	Hybrid
15	Managing Finances in the Medical Office	100	Hybrid
16	Dental Office Administration	75	Hybrid

### **Please Note:**

- a) Courses may not be delivered in the exact sequence listed above.
- b) A portion of the program may utilize online and/or computer-assisted learning combined with instructor-led delivery.
- c) To support continuous improvement and regulatory compliance, the College reserves the right to update curriculum content, course titles, delivery methods, learning materials, and technology as required.