



# MEDICAL OFFICE ADMINISTRATION

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD) or equivalent or mature student status
- IELTS or equivalent (for International Students only)
- An admission interview may be required to ensure you meet the necessary entry requirement

## DURATION

- One Year

## DIPLOMA PROGRAM HIGHLIGHTS

- Study of Basic Human Anatomy
- Medical Terminology
- Clinical /Medical Procedures
- Computer Health Application Software
- Computer Typing Skills
- Resume Workshop/Interpersonal and
- Communications Skills
- Stress Management
- CPR and First Aid Certification
- Practicum Placement

The role of the Medical Office Administrator is vital in the modern health care system. The Medical Office Administration Diploma Program at Epic College of Technology was developed to provide students with proper professional, interpersonal and communication skills for efficient operation in a variety of medical office environments such as a physician's office, medical clinics, or hospitals.

Emphasis is placed on theoretical topics such as medical terminology and body systems as well as hands on training through a placement in medical office procedures, medical transcription, billing, scheduling, patient preparation and use of computerized health application software. In addition, the program fosters your development of interpersonal skills, organizational effectiveness, and communication skills including written correspondence and telephone techniques necessary to function in a fast paced, modern medical environment.

This program will use lectures, hands-on instructions, and student projects to meet the course objectives. Projects completed outside classes are assigned to ensure that the students are achieving their expected course objectives. Students will be trained with various software applications including various medical software, Microsoft Word, and Excel



## JOB OPPORTUNITIES

Graduate from this Diploma Program can find rewarding careers as:

- Medical Office Assistant
- Medical Administrative Assistant
- Medical Office Administrator
- Medical Secretary/Receptionist
- Health Care Administration Officer
- Medical Secretary
- Medical Office Administration Instructor

## MEDICAL OFFICE ADMINISTRATORS PERFORM NUMEROUS DUTIES INCLUDING

- Perform business needs analysis and evaluate strategic business concepts.
- Patient registration, referral and laboratory coordination.
- Appointments and scheduling.
- WSIB, private and public health insurance billing.
- Transcription.
- Management of patient health records.
- Preparation of patients and examination rooms.

## STUDENT PLACEMENT

As part of the Medical Administration Diploma Program, students will have 180 hours of practical, hands-on experience via a practicum placement. During this placement students will perform the daily duties of a medical office environment including: answering calls, appointment scheduling, patient registration and health record management, maintain inventory of medical and office supplies, organize meetings and conferences, administer referrals as well as assist the physicians by taking temperature, measuring blood pressure and preparing the examination rooms.

## JOB PLACEMENT ASSISTANCE

In addition to providing students with the necessary skills and knowledge to succeed in Medical Office Administration career, Epic College of Technology also provides training, job searching skills, resume preparation and job placement assistance.

## FINANCIAL ASSISTANCE AND FUNDING OPTIONS

Domestic and International Students in the Medical Office Administration Diploma Program may be eligible for several different sources of funding and financial assistance programs including: WSIB, EI, Second Career, bursaries and interest free installment plans administered by the college, bank loans, RASP, RESP and employer sponsored educational programs.

*Call us at 905-203-2500 or 647-482-3742 for more information about admission and program.*

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