

RESEARCHING AND CHOOSING A SCHOOL

PROGRAM/CERTIFICATE INFORMATION

Office Administration – Medical Program

This course is offered: Full time Part time Other Online

This two-year professional program is designed to provide students with an extensive practical understanding and knowledge to perform administrative support in a wide variety of medical environments. The focus will be on medical terminology and transcription, medical billing, patient management, medical office procedures, medical ethics, and research. The emphasis will be on interpersonal, communication, organizational, technical, and problem-solving skills applied to enhance the effective operation of the medical environment.

Expert training in computerized medical records systems, billing systems and other office equipment technology applications will be combined with analytical and multitasking strategies to facilitate scheduling, decision making, co-ordination and task completion. Utilizing these skills, students will be capable of overseeing a variety of medical office environments. Researching, developing, and presenting accurate medical documentation, correspondence, and reports will be emphasized.

A four-week medical office environment workplace component will provide the student with practical, hands-on experience and the opportunity to apply the theories and concepts learned in the Office Administration - Medical program classroom. The importance of professional ethics, privacy and confidentiality will be highlighted throughout the program.

PROGRAM ELIGIBILITY CRITERIA:

Admission Requirements for 2010/2011

OSSD with courses from the College (C), University (U),
University/College (U/C), or Open (O) stream WITH:

- Any Grade 12 English (C) or (U)

OR

Academic and Career Entrance Certificate (ACE)

OR

Ontario High School Equivalency Certificate (GED)

OR

Mature Applicant with standing in the required course stated above

Recommended Academic Preparation

- Basic Computer familiarity.
- It is recommended that students in the Academic and Career Entrance Certificate program (ACE), take a Computer Skills course within the ACE program.

COURSE DETAILS

London Campus

Program start/end date:	September 2010 or January 2011
Is this start date flexible?	No
Program length (# Weeks):	60 weeks
Number of hours per week:	20 hours on average
Schedule of hours:	8am – 6pm, Monday to Friday
Program end date:	April 2012