



Medical Office Administration Diploma

DURATION 40 Weeks

Our Medical Office Administration Diploma provides students with the necessary skills and knowledge for efficient operation in a variety of medical offices. Students are trained to manage the front desk as well as carry out office administrative functions in environments such as hospitals, medical clinics, dental, physiotherapy and chiropractic clinics. Along with academic courses, this course is structured with a co-op placement where students can apply their skills in the workplace.

The following topics are emphasized through the program; medical office procedures, clinical/medical terminology, human anatomy, OHIP billing, medical transcription, use of computerized health application software, computer skills required for office administration, interpersonal and communication skills.

ADMISSION REQUIREMENTS:

- Ontario Secondary School Diploma (OSSD) or equivalent or
- Mature Student Status (age 18 or older) requires Wonderlic test score 16
- **In addition**, international students with the exception of students from English speaking countries require IELTS score 6 or equivalent.

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Email: info@nacptpharmacollege.com

Web: www.nacptpharmacollege.com

MEDICAL OFFICE ADMINISTRATOR'S DUTIES INCLUDE:

- Appointments and scheduling
- Registration of patients and maintain their records
- Complete patients' forms, documents, and case histories
- Complete insurance and other claim forms
- OHIP billing
- Initiate and maintain confidential medical files and records
- Order supplies and maintain inventory
- Establish and maintain office procedures and routines

JOB OPPRTUNITIES

- Medical Office Administrator
- Medical secretary
- Doctor's Office Administrator
- Medical Transcriptionist
- Medical Office Assistant
- Front Office Administrator

GET IN TOUCH - Mississauga Campus

25 Watline Ave, Suite #201 Mississauga, ON L4Z 2Z1

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