



MEDICAL OFFICE ADMINISTRATOR DIPLOMA

A highly in-demand skillset in the growing healthcare industry, Medical Office Assistants play a vital role in the efficient operations of hospitals, medical clinics and physician's offices. BTT's Medical Office Administrator Diploma provides the competencies necessary to perform the medical, business, technology and communications requirements of the job.

Our small class sizes (max 10 students) allow you to receive one-on-one attention from our experienced instructor.

Course Overview:

- Medical terminology
- Medical transcription
- Records maintenance and confidentiality
- Hospital procedure
- Insurance
- Business Applications including MS Office Word and Excel
- QuickBooks and basic accounting

Medical Office Administrator Main Duties

- ✓ Schedule and confirm medical appointments; receive and communicate messages for medical staff and patients
- ✓ Prepare, key in, edit, and proofread medical records, reports articles, case histories and correspondence from machine dictation, shorthand and handwritten notes using computers
- ✓ Interview patients in order to complete forms, documents and case histories
- ✓ Complete insurance and other claim forms
- ✓ Initiate and maintain confidential medical files and records
- ✓ Prepare statements and billing procedures
- ✓ Order supplies and maintain inventory
- ✓ Determine and establish office procedures and routines
- ✓ May supervise and train other staff in procedures and in use of current software



Course Duration

35 weeks of instructor-led classes and labs

Admission Requirements

Applicants must present either a Canadian high school diploma or take a mature student assessment test. All students must be able to read, write and speak English.

Career Opportunities

Medical Office Assistant in the following offices/ institutions:

- Hospital
- Physician's Office (private or group practices)
- Insurance companies
- Health Maintenance companies
- Medical records facilities

School Equipment

Students will experience a real work environment, using up-to-date computers and software.

Class Size

Classes generally range in size from 8 to 10 students. Students will receive personalized attention and support from our instructors.

Program Outline

Code	Name	Hours
MTA-220	Medical Terminology	180
MTE-280	Medical Transcription	60
MOH-260	Medical Office and Hospital Administrative Procedures	165



MTE-280	Business Applications including MS Office Word, and Excel	95
QBBA	QuickBooks / Accounting Basic Accounting	40
SMO	Review and Simulated Medical Office	150