

Medical Office Assistant and Unit Clerk Diploma Program

Duration – 44 Weeks

Every medical office needs help behind the scenes to ensure that all day-to-day routines run smoothly. Medical Office Assistant and Unit Clerk course will teach all the administrative and clinical skills necessary to effectively maintain a medical office and hospital unit environment – from scheduling appointments and maintaining patient records to medical office procedures, including computerized medical billing, medical office guidelines, and medical and legal ethical standard. It will help the students to enter or transition into health professions careers including but not limited to medical assistant (depends on the setting), medical biller, medical coder, medical office assistant, and unit clerk

Module #	Module
1.	Introduction to Health-care Systems Fundamentals and Medical Office Assistant
2.	Introduction to Medical Terminology and Body Systems
3.	Information Technology and Introduction to MS Office
4.	Medical Office Procedures – Clinical
5.	Introduction to Medical Transcription
6.	Financial Management in Medical Offices
7.	Advanced Medical Terminology and Body Systems
8.	Electronic Medical Office Management
9.	Medical Office Administration
10.	Standard First Aid and CPR
11.	Effective Business Communication
12.	Career and Employment Strategies
13.	Resume Writing and Business Professional Skills
14.	Professional Work Experience
15	Introduction to Pharmacology
16	Canadian Health Care System