



**FUTURES  
CANADIAN  
COLLEGE**  
of BUSINESS HEALTH & TECHNOLOGY

## **MEDICAL OFFICE ADMINISTRATION Diploma Program Distance Education**

**Here's to your Futures.**

[www.futurescollege.ca](http://www.futurescollege.ca)

**Program Length:** 50 Weeks 1160 hours  
**Co-Op:** 160 Hours  
**Students:** Local and International  
**NOC 1243:** Median Start Income \$37,000 YR



# MEDICAL OFFICE ADMINISTRATION (*DISTANT EDUCATION*)

## DIPLOMA PROGRAM

### Program Overview

**As the population continues to age, the healthcare industry is facing a growing shortage of well-trained personnel.** Throughout the North American healthcare industry, there is a need to increase the size and skill of the workforce.

Medical administrative assistants perform a variety of administrative duties in doctor's offices, hospitals, wellness clinics and other medical settings. The medical office is a diverse environment that requires essential skills in the daily office administration including scheduling appointments, patient reception and processing, record management, accounting, healthcare billing, reports and requisitioning, medical transcription and medical office terminology as well as key interpersonal communication skills when working with patients and team members.

**Graduates may find employment in a variety of care settings including:**

- Physicians' Offices, Clinics, Mental Healthcare and Allied Health Care Centres
- Ambulatory Clinics
- Walk-in Care Centres
- Complementary and Alternative Medicine Clinics such as Chiropractic and Acupuncture Centres
- Long Term and Extended Care Departments
- Medical Research Facilities
- Medical Laboratory and Diagnostic Imaging Centres
- Physiotherapy and Occupational Therapy Clinics
- Group Homes and Community Living Societies
- Wellness and Fitness Centres
- Hospital Admissions and E.R. Departments, such as Switchboard, Information, and Patient Registration
- Ambulatory and Outpatient Departments
- Laboratory and X-Ray Departments
- Medical Finance and Administrative Departments
- Booking, O.R. Bed Booking



# MEDICAL OFFICE ADMINISTRATION DIPLOMA PROGRAM



## Job Responsibilities

- Schedule and confirm medical appointments and 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 financial 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.

## Admission Requirements

- 18 years of age or older.
- Secondary school diploma or equivalent.
- Live online or In-person interview.
- IELTS of 6 or PTE or TOEFL result to prove English proficiency
- Post Secondary diploma, degree with a minimum GPA of 60% (if applicable)
- All certificates or degrees earned from another country must be assessed by any of the following institutions to determine Canadian equivalency:
  - World Education Services ([www.wes.org/ca](http://www.wes.org/ca))
  - International Credential Assessment Service ([www.icascanada.ca](http://www.icascanada.ca))



3465 Semenyk Ct. Mississauga, ON L5C 4P9  
(905)-412-3007 | [www.futurescollege.ca](http://www.futurescollege.ca)

**Futures Canadian College of Business, Health, and Technology formerly Futures Academy of Health was founded in 2009 in Toronto, Ontario. Approved and accepted in November 2018 by the International Student Program, Futures Canadian College is now a Designated Learning Institute.**

At FCC, we strive to provide the world-class education every student deserves. With well-crafted lesson plans, that are both informative and practical, we ensure that you learn all you need to know to jumpstart your career. Our co-op programs are relevant and supportive of your desire to land that dream job! We are committed to providing you with a learning environment that is well-equipped to motivate you to pursue your studies and ultimately, achieve your long-term goals.