

Medical Office Assistant (MOA) Diploma

is one of the most rewarding career opportunities available!

Medical Assistants play a vital role in the operation of a hospital, medical clinic or physician's office.

Main duties:

Medical Office Assistant performs some or all of the following duties:

- 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

OUR PROGRAM

- Program Code: MOA-35
- Program Length: 32 Weeks
- COOP Placement: 10 Weeks or 200 hours

WHERE CAN I WORK?

- Hospitals - unit clerk
- Physicians' offices (private or group practices)
- Other healthcare environments
- Insurance companies
- Health Maintenance companies
- Medical records facilities

WHAT SKILLS WILL I LEARN?

- Medical Terminology and Anatomy
- Medical Billing including – OHIP, Insurance, Direct Payment, WSIB, and etc.
- Performing vitals, Blood Pressure, Temperature
- Medical Transcription - Medical correspondence from dictation
- Medical Grammar and Communications
- Medical Office and Hospital Administrative Procedures - Preparing medical charts and reports
- Business Applications including MS Office Word, and Excel
- Business Accounting – including Basic Accounting and QuickBooks