

# Medical Office Administrator



Master the clinical, administrative, and computer skills you need to become a medical office administrator/assistant. Work in a well-paid and stable industry, helping doctors, nurses and patients. Start your career in just 10 months.

Medical office administrators and assistants play an important role at hospitals and clinics. They help the medical office run smoothly by receiving patients, booking appointments, managing files and information, and assisting doctors and nurses.

Herzing's Medical Office Administrator course is an accelerated diploma you can complete in just 10 months. This hands-on program includes training in a real medical office setting. Our graduates are confident, prepared, and ready for

 Program Length: **10 Months (20 hours/week)**  
Includes 5 week internship

 Program Delivery:  
**On Campus**

## CAREER OUTLOOK

There is steady demand for medical office administrators and assistants in Toronto. Medical office administration is a stable career path in the growing health care field.

## PROSPECTIVE JOB TITLES

*Medical Office Administrator, Chiropractic Receptionist, Chiropractic Office Assistant, Dental Office Coordinator, Dental Receptionist, Medical Office Receptionist, Medical Transcriptionist*

## WHO HIRES OUR GRADUATES

*University Health Network, St. Joseph's Health Centre, Strategic Health Danforth Family Care Clinic*

### Employment Statistics

88%

Percentage of 2022 Available Graduates  
Employed in a Related Field

# Medical Office Administrator

## ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for minimum 2 years). Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension and/or written skills to warrant success and completion of program
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field.
- Note: admission to some programs may include additional requirements.

## COURSE LIST

The Medical Office Administrator course provides comprehensive training in healthcare software, clinical skills, and medical office procedures.

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- Office Applications

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- Health Office Procedures

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- Medical Terminology and Anatomy

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- First Aid and CPR

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- Mental Health First Aid

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- Medical Ethics

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- Healthcare Planning and Billing

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- Healthcare Software

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- Clinical Documents and Transcription

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- Clinical Procedures

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- Business Communications

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- Accounting Fundamentals

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- Spreadsheets

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- Career Development

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- Internship

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