

Medical Office Administration



Master the clinical, clerical, and computer skills you need to get hired at any medical office. Get real work experience and be ready to start your career in one year or less.

Medical office administrators and assistants (MOAs) are the face of hospitals and clinics. They keep things running smoothly by receiving patients, managing information and appointments, and assisting healthcare providers.

Herzing College's Medical Office Administration training fully prepares students for positions in hospitals and clinics. You'll get in-depth training in medical office software and procedures and gain actual work experience with an internship.

 Program Length: **12 months or less**
Includes internship

 Program Delivery: **Online**
Hybrid at Herzing Ottawa, Toronto

▸ CAREER OUTLOOK

Skilled medical office administrators are in strong demand in many provinces. Graduates of our MOA programs are qualified for roles at various organizations.

▸ 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

80%

Percentage of 2025 Herzing College Available
Graduates Employed in a Related Field*

Employment statistics based on most recent available. Not all programs and learning formats available at all campus locations. Information in this document is subject to change.
Updated Jan.19.2026

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✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
- 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

Comprehensive training in software, medical office procedures, and clinical skills.
Courses cover topics such as:

- The Microsoft Office suite of applications
- Industry-standard healthcare software, including Abel Med and Abel Dent
- Managing a reception desk
- Booking appointments
- Processing billing and insurance
- Medical transcription techniques
- Preparing patient charts, records, histories, and reports
- Managing inventory and ordering supplies
- Medical terminology
- Human anatomy and physiology
- Diagnostic and treatment procedures