

Medical Office Administration




Learn healthcare software, appointment scheduling, clinic reception, billing, transcription, and records management. Qualify for medical office jobs at clinics and hospitals throughout Ottawa. Start your career in just 10 months.

Medical office administrators are important members of every clinic and hospital team. They assist doctors and nurses, help manage the medical office, and handle appointments and billing for patients.

Herzing's Medical Office Administration training program teaches the practical skills you need to get hired in any clinic or hospital. This training is quick, hands-on, and includes real work experience.

 Program Length: **10 Months (20 hours/week)**
Includes **4 week internship**

 Program Delivery:
On-Campus

▸ CAREER OUTLOOK

There is steady demand for medical office administrators and assistants in Ottawa. 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

Core Physiotherapy, Ottawa Heart Institute, Meadowlands Family Health Centre, Smyth Medical Center, Carson's Medical Clinic, Queensway Carleton Hospital, Geriatric Psychiatry Community Service, South Bank Medical Centre

Employment Statistics

90%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

Employment result listed is for all programs combined, and are from the most current annual report. Information in this document is subject to change. Updated March 1, 2023

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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 Administration program teaches medical terminology, anatomy and physiology, computer applications, and medical office scheduling and billing software.

- System and Computer Fundamentals

- Office Applications

- Health Office Procedures

- Medical Terminology and Anatomy

- First Aid and CPR

- Mental Health First Aid

- Medical Ethics

- Healthcare Software

- Clinical Documents and Transcription

- Clinical Procedures

- Business Communications

- Accounting Fundamentals

- Spreadsheets

- Career Development and Client Services

- Internship