

# Medical Office Assistant with Health Unit Coordinator Specialty

Diploma

## Program Introduction

With the aging population, the tremendous advancements in technology, and our demand for the best quality of life, the healthcare industry is facing a growing shortage of well trained personnel. Throughout the North American healthcare industry, there is an acute need to increase the size of the workforce, and raise the skill level of that workforce.

This program is designed to provide employment-ready and comprehensively trained graduates. Successful graduates will achieve the Certified Medical Assisting Professional (CMAP) designation in addition to their diploma. These graduates are fully qualified to work in a hands-on administrative and clinical support capacity in the medical industry.

## Admission Requirements

- Clear Criminal Record Check
- Completion of Grade 12 or equivalent, or 19 years of age or older with completion of the CAST testing
- Adequate level of physical health to be able to fulfill job requirements
- Completion of Wonderlic admission test with a minimum score of 18
- Good command of the English language – both written and verbal
- N-95 Mask Fit Testing which may be mandatory based on provincial requirements
- Hepatitis B, other vaccinations and/or a TB test may be required by this industry
- Completion of standard registration form

## Program Objectives

This program provides students with the base knowledge, skills, and work experience to become permanently employable in a medical setting. Skill development is delivered in three areas:

- Comprehensive medical administrative knowledge, which includes medical terminology, anatomy and physiology, pharmacology, medical office and clinical administrative procedure
- In-depth hospital administrative knowledge of nursing units, emergency response codes, infection control and treatment procedures, including an understanding of mental disorders and treatments, workplace ethics, and processing medication, laboratory and doctors' orders
- Full range of computer and office skills, including current software applications, keyboarding skills, bookkeeping, and personal and professional development

On-site work experience through participation in a 160 hour Clinical Placement at an approved healthcare facility

## Of Interest To

This program is of interest to individuals with a strong desire to work as an integral part of a healthcare team who also:

- Enjoy performing a variety of responsibilities in a caring, gracious and professional manner
- Place a high value on confidentiality, discretion, support, and detachment
- Have a keen interest in attaining knowledge in the healthcare services field
- Demonstrate a strong personal and professional commitment to achieving excellence in a healthcare administrative capacity

## Program Notes

- Financial assistance may be available to qualified students
- Graduation requirements: students must achieve a minimum program mark of 75% to obtain a diploma, as well as the successful completion of a 160 hour Clinical Placement

## Career Opportunities

Graduates of this program are qualified to work in a wide variety of healthcare settings and occupations. Job titles vary per location, but graduates are an integral part of many healthcare settings, including:

- Physicians' Offices, Clinics, Mental Healthcare and Allied Health Care Centres
- Walk-in Care Centres
- Ambulatory Clinics
- 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
- Various Hospital Departments as a Health Unit Coordinator such as:
  - Nursing
  - Surgery
  - Blood Bank
  - Specialty Clinics
  - Rehabilitation
  - Geriatrics
  - Diabetes

## Program Breakdown

### Part A: Computer and Business Office Skills

- Introduction to Keyboarding
- Keyboard Skill Building Level 1 and 2
- Microsoft Windows Level 1
- Microsoft Word – Levels 1, 2, and 3
- Microsoft Excel – Level 1
- Microsoft Access – Level 1
- Microsoft Outlook – Level 1
- Basic Bookkeeping Level 1
- Thought Patterns for a Successful Career
- Job Search and Résumé Writing

### Part B: Medical Administrative/Clinical

- Introduction to Medical Terminology
- Anatomy and Physiology Part 1
- Anatomy and Physiology Part 2
- Medical Office Procedures
- Introduction to Medical Transcription
- Clinical Procedures
- Health Unit Coordinator Level 1
- Health Unit Coordinator Level 2
- Health Unit Coordinator Level 3

### Part C: Worksite Externship

- Clinical Placement