

Medical Office Administration

Program Description:

MOA is a 1 year certificate program which leads to work in the medical field at places like administration positions in many hospital departments, Doctor and specialist offices, physiotherapy, chiropractic and alternative medicine practices, health boards, government departments, etc. Class size is normally between 20 to 30 students with one primary instructor which provided consistency for you.

Program Expectations:

We will work together to reach industry standard expectations with regard to attendance and punctuality, class participation and the rules surrounding the handing in of assignments.

Time Commitment:

Some students are able to work part-time while taking the program and can maintain a good work/school/life balance; however, other students need additional time to be successful. The program has had students straight from high school and mature students to the age of 60 in past classes, so everyone finds a way to make it work. You will have 24 hours of in-class time Monday through Friday. Additional time will be required to complete assignments and study for tests.

Assignments/Class Time:

The teaching style includes class conversations, hands-on practice, discussions, debate, questioning, lectures, storytelling and the use of a little humour. For evaluation: quizzes, tests, assignments, exams, and projects will be the assessment tools used.

Challenges:

Practice typing using as many fingers as possible. Use the internet to test for your preferred learning style, this will give you a head start. Complete your OHS & WHMIS online training for NSCC before classes begin.

Program Tool List:

On the day after Orientations please bring your binders & loose-leaf, plastic sleeves, erasers, pens, pencils (mechanical pencils are best) highlighters, a lock for a locker, a headset (dollar store will work), a USB drive (memory stick), and your textbooks,

How to be Successful:

Professionalism, dress code, attendance & punctuality are expectations for the program. Skills will be taught at an entry level position for work in the medical field. The medical industry has a very broad range of workplaces which provides opportunities to work in what sometimes can be a high stress position such as in an Emergency Department. Depending on your keying speed you can work in many places without any speed requirements; however, hospital environment positions come with expectations of 25 to 50 wpm. These would be positions as ward clerk, health information clerk and Secretary 1 positions.

We will partner with Canadian Blood Services to host a What's Your Type Event, which allows the public and students to discover their blood type and we may also volunteer at a blood collection event.

I often bring in past students to speak with you about their experiences and successes.

Near the end of April you will begin a 5-week work term position in a medical environment of your choice, where you get to use your skills and learn new ones.