

Office Administration – Medical and Health Services

Equip yourself with the most current medical office knowledge and skills – and become job-ready for a medical office administration role.

Sheridan Certificate
On campus | Online
Fall | Winter | Spring starts



S | Fulfil a vital need for highly-trained medical office administration staff.

Full breadth of courses

Diverse skills are required to be an effective part of a medical office team. The program includes a full breadth of courses that include office management and clinical procedures. You'll cover key knowledge areas such as medical terminology, the human body, appointment scheduling, medicine and the law, billing procedures, professional business communications and medical ethics.

Advance your career

When you earn a Sheridan Certificate in Office Administration – Medical and Health Services, you'll have the specialized skills to apply for jobs as a medical office assistant, nursing unit/ward clerk, medical secretary, clinic support staff, patient relations coordinator (PRC) and more. Give your résumé a healthy boost and enrol today.

Medical community approved

This program is well-respected in the Canadian medical office community. By completing the program, you'll understand and apply medical terminology and medical language used in day-to-day operations. This knowledge will help you springboard into an integral role in Canada's health care system.

Career Opportunities

Improve your career opportunities, by gaining medical and health services office administration skills and knowledge from a recognized institution. You'll have an opportunity for career growth and options as you gain experience in the medical office field.

Did you know?

Office Administration – Medical and Health Services includes skill development in these key areas:

- Document processing
- Customer /Patient service
- Billing expertise using Ontario's provincial OHIP system
- Day-to-day general procedures and administration duties
- Use of office technology

Curriculum

Obtain your Office Administration – Medical and Health Services certificate by successfully completing 10 courses in this suggested order: APPL70051; APPL70052; COMM70036; ANAT70001; OADM70006; OADM70007; OADM70005; OADM70004; OADM70008; OADM70009 (Medical Machine Transcription) should be taken last.

Compulsory Courses

APPL70051	Word, Introduction
APPL70052	Word, Advanced
COMM70036	Professional Business Communications
ANAT70001	Human Body: Systems and Conditions
OADM70006	Medial Terminology 1
OADM70007	Medical Terminology 2
OADM70005	Medical Office Procedures
OADM70004	Medical Office Billing Procedures
OADM70008	Medical Documents and Techniques
OADM70009	Medical Machine Transcription (<i>recommended to take last</i>)

Note: Please refer to **caps.sheridancollege.ca** for more detailed information, including course availability and scheduling options.

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Website:
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Enrol Today

September | January | April starts

Davis Campus, Brampton |
Hazel McCallion Campus,
Mississauga | Trafalgar
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Online

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Sheridan

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