



Business *Skills* College

Business • Technology • Healthcare

Course Information:

Medical Administration Professional

TRAIN FOR MEDICAL ADMINISTRATION

Medical Administration Professionals are an important part of the healthcare team, with expanding job responsibilities. As a medical administrator, you are responsible for greeting patients, scheduling appointments, medical transcription, filing records, and purchasing supplies and equipment for the medical office. Other medical office administration duties may include patient admissions, and insurance billing and coding.

Once enrolled in the Medical Administration Professional program, you are eligible to apply to the Ontario Medical Secretaries Association (Health Care Associates.) After completing the Ontario Medical Secretaries Association's academic and employment requirements, Medical office administration graduates may add the initials CMS (Certified Medical Secretary) to their name.

START A REWARDING CAREER IN HEALTHCARE

A diploma in Medical Administration Professional from Business Skills College will prepare you for a valuable medical office administration position in virtually any type of medical office clinic or facility. You will learn the skills for the job, including medical terminology, patient scheduling, medical office billing, medical office transcription (we offer both machine and digital transcription) and medical office procedures. You will be introduced to selected specialized software that you will encounter on the job. In addition, you will learn a wide variety of in-depth computer programs. The computer skills you will gain will provide a foundation for pursuing certification as a Microsoft Office Specialist in Microsoft Word, Excel, Access, and PowerPoint.

IN LESS THAN 8 MONTHS WITH FLEXLEARN™

- Extra courses at no charge – free electives are possible
- Flexible schedule – work around your family and home schedule
- Extra assistance when you need it – book one-on-one assistance from qualified instructors
- Custom courses can be created for you