

Medical Office Assistant Program Online



The Medical Office Assistant Industry is Growing¹...

Expanding Job Market

Jobs for medical office assistants are expected to increase 16.2 percent from 2024 through the year 2031.¹

Bryan College can give you the education, skills, and confidence to qualify for a great job in less than a year!

Career Opportunities

A Medical Office Assistant (MOA) diploma from Bryan College can put you on the path to varied job opportunities² in a rewarding field such as:

- Medical Office Assistant – help keep the healthcare organization running smoothly and efficiently by coordinating operations
- Hospital Records Administrator – manage patient health information and medical records, administer computer information systems, and collect and analyze patient data
- Medical Secretary/Healthcare Receptionist – handle patient intake, insurance verification, and medical record creation
- Medical Administrator in Hospitals – communicate and support patients, collect data from patients to assist in managing their accounts, and coordinate medical office activities

Diverse Employers

Medical Office Assistant professionals have a range of opportunities for employment such as:

- Hospitals
- Hospices
- Insurance Offices
- Long Term Care Facilities
- Behavioral Health Settings
- Physician offices
- Health Information Vendors

Skills You Learn

As a student at Bryan College, you'll gain the following skills with a curriculum including:

- Medical office software applications and technologies including Accuro
- Medical terminology
- Medical transcription
- Body systems and disease
- Medical emergencies
- Medical administrative procedures and workflows
- Medical records and insurance forms
- Medical inventory management
- Patient intake, scheduling, and coordination
- Diagnostic and medical procedures
- Medical billing including WSIB
- Written and oral communications

Gain job-ready skills using medical software such as Accuro!

Attend from the Comfort of Home - 100% Online

At Bryan College, we believe that success in the field of medical office assisting demands a different approach to education. In our online learning environment you'll receive:

- Live webcam interactions with instructors and experts right from home
- Collaborative networking with peers
- Online learning from the comfort of your home
- Academic feedback to support your learning

CPR Certification Included With Program Tuition!



Medical Kit for At-Home Practice Included!

Job Placement Preparation and Assistance

Bryan College's Career Services department will provide you assistance with job search, resume preparation, and interviewing skills. You can begin working with career services prior to graduation to ensure you are fully prepared upon completion.

“The Bryan College 100% online Medical Office Assistant program was perfect for me. As a stay-at-home mom with a business, I needed a flexible program. My instructors at Bryan were very kind and accommodating. They also had immense practical knowledge, which gave me the confidence to know that I could do this as a career.”

–Ashley O'Malley, MOA Graduate

10 More Reasons to Choose Bryan College

1. Tuition Lock Guarantee.

We lock your tuition rate once you enroll, which means it can never go up! Financial aid available if you qualify.

2. Books, Courseware, and Certifications Included.

We take care of shipping your textbooks, if applicable, and provide you easy access to electronic courseware. We also prepare you for national certification exams, with your first exam attempt included in tuition!

3. Focus on Employment.

You'll graduate with a credential and earn skills that match employers' needs.

4. Job Search Assistance.

As a graduate, you'll receive career search services, including job networking best practices, sharpening your interview skills, and creating a resume.

5. Learn by Doing.

You'll develop skills by completing relevant assignments.

6. Return for Refresher Classes.

As a graduate, you'll have the privilege of auditing previously completed courses still being taught—at no charge—to keep your skills sharp.

7. Online Learning Options.

You can study from the comfort of your home.

8. Faculty Who Put You First.

Our faculty provides you with academic support.

9. Career Kits Included With Program.

Once you enroll, we provide you a career kit package to ensure you're ready to start school and get a jump-start with the tools to ensure your success.

10. History of Excellence.

We have an 84-year track record of preparing graduates for successful careers since 1940.





16.2%

The expected growth rate in jobs for medical office assistants through the year 2031¹.

¹Lightcast Occupation Overview for medical office assistants in Canada. Last visited on December 16, 2023.

²Example occupations shown herein do not imply a guarantee of employment. Students are responsible for conducting occupational research for their chosen program. Employers have unique hiring practices and job-specific requirements, which may include years of experience for manager positions. Graduates with little to no prior experience should expect an entry-level position.

Advance Your Career—Starting Today

Visit www.BryanCollege.ca
Call 1-888-641-6300

Financial assistance available for those who qualify. Registered as a private career college under the Private Career Colleges Act, 2005.

BryanCollege
Since 1940

