



PROGRAM SUMMARY

Medical Office Assistant Diploma Online

Admissions Process

- Complete a Virtual Tour with an Admissions Representative
- Fill Out & Sign Registration Documents
- Pay the Application Fee
- Provide High School Diploma or GED (If Not Available, then Pass the Entrance Readiness Assessment Online)
- Finalize a Financial Plan
- Complete the Online Introductory Course - "Launchpad"
- Attend Online Orientation

Program Highlights

740 Total Clock Hours | 8 Courses |
1 Course at a Time | 100% Online | 37 Weeks

Our program is flexible, with morning or evening live classes that fit your schedule. You'll progress through one course at a time - each 2-8 weeks long - creating a clear educational path.

Total Program Tuition

\$12,550 - Includes Books, Courseware, CPR Certification, and Your At-Home Medical Training Kit!

Provinces

This program is currently offered fully online to residents in Ontario.

Registration

Registered as a career college under the Career College Act 2005.

Apply Today
(888)-641-6300
BryanCollege.ca

Financial assistance available for those who qualify.

Summary of Courses

To meet employer demands for medical office assistants, Bryan College developed the Medical Office Assistant Diploma Program in collaboration with industry experts. The program provides graduates with a well-rounded base of applications and procedures, including an 8-week medical terminology course.

Inside this guide, you'll find a summary of the Bryan College curriculum. Please feel free to speak with an admissions advisor to learn more.

Accounting Applications

This course introduces students to basic bookkeeping and accounting principles as well as computerized accounting by applying Sage software. Students develop skills in setting up accounts, creating client and vendor records, recording income and expenses, tracking receivables and payables, creating payroll, issuing cheques, performing month-to-month, year-end closings, and generating reports.

Introduction to Computers, Applications and Keyboarding

This course provides students with a solid understanding of computer hardware and software components and introduces them to the use of a windows-based operating system and related useful applications such as word processing, spreadsheets, databases, presentation packages, the internet, and email. Students will operate computers independently, organize files and folders, and produce professional-looking documents. Students will learn to use the keyboard, proper finger positions, and how to type without looking at the keyboard.

Medical Terminology, Body Systems and Disease

This course provides students with basic knowledge of the anatomy and physiology of body systems and their associated disorders. Topics covered include recognition of various homeostatic imbalances, common diseases and disorders, and an introduction to selected medical specialties such as pharmacology, oncology, radiology, and psychiatry.

Introduction to Medical Office Assisting

Topics covered include the role and responsibilities of a Medical Office Assistant, professionalism, career opportunities, ethical and legal concepts, patient education, and an overview of Medical Office Assistant management and responsibilities.

Administrative Skills, and Procedures

This course reinforces and builds on the concept of effective interpersonal and communication skills as students learn about reception, procedures, telephone inquiries, appointment scheduling, reports and documentation, files, medical records, and medical billing. This course also introduces medical office management software systems and the role of computers in medical practice. Legal ethical issues surrounding information collection and retrieval are reviewed. Students are also introduced to basic medical transcriptions are also reviewed. Students are also introduced to basic medical transcriptions.

Medical Emergencies and Job Search

This course provides certification in Emergency First Aid and Basic Rescuer (level C) CPR. Courses are taught by WSIC-authorized providers. This course also helps students prepare for employment and conduct a successful campaign to find employment. Topics covered include preparation of a resume, cover letter, and thank you letter to use in a job search.

Interpersonal Skills, Communication, Problem Solving and Client Services

Managing effective customer service and employment relationships can result in situations of interpersonal difficulty or conflict. This course teaches effective interpersonal communication skills for managing personal and work relationships, gaining voluntary compliance, and managing conflicts in a multicultural society. This course also provides a solid review of English grammar, punctuation, sentence structure, and includes various exercises to improve written communication.

Clinical Skills and Procedures

This course covers the theory and practice of the clinical procedures that medical assistants commonly perform in a medical office. Topics include asepsis, infection control, patient assessment, vital signs, assisting with primary physical examinations, review of pharmacology and medications, assisting with specialty examinations, and understanding diagnostic procedures.

