

# Medical Office Assistant



Herzing's Medical Office Assistant Program teaches the clinical, administrative, and computer skills you need to get hired at any medical office. Start your career in just 12 months, internship included.

Medical office assistants do very important work at hospitals and clinics. They handle scheduling, billing, reception, record-keeping, and assist with minor medical procedures.

The Medical Office Assistant program will fully prepare you for work in just 12 months. Get comprehensive training in medical office software and procedures, plus real work experience with a 6-week internship.

 Program Length: **12 Months (20 hours/week)**  
Includes **6 week internship**

 Program Delivery:  
**Online, Hybrid (Flex-Ed)**

## CAREER OUTLOOK

There is steady demand for medical office assistants in Manitoba. The Government of Canada Job Bank predicts stable job opportunities in this field, for the next 10 years. Medical office assistants are qualified to work in many different kinds of healthcare facilities.

## JOB OPPORTUNITIES

*Hospitals, Family clinics, Dental offices, Walk-in clinics, Chiropractor offices  
Extended care centres, Insurance provider companies*

## WHO HIRES OUR GRADUATES

*Concordia Hospital, Southwood Medical, St. Boniface Hospital, Assiniboine Clinic, Pembina Medical Clinic, Seven Oaks Hospital, St. Boniface Cardiology*

### Employment Statistics

**82%**

Percentage of Overall 2022 Available Graduates  
Employed in a Related Field

# Medical Office Assistant

## ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent, or a mature student
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field
- Note: admission to some programs may include additional requirements

## FLEX-ED PROGRAM

Our Flex-Ed program format offers the best of both worlds. A convenient online learning environment with the option to work at the campus and receive support from your instructor. Students can choose to work completely or partially online and come to the campus during set hours each day to meet with their instructor and use our facilities.



## COURSE LIST

The Medical Office Assistant program features courses in computer software, clinical skills, transcription, laboratory procedures, medical billing, and health office procedures.

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|--|----------------------------|
| • Office Procedures                    | • Clinical Procedures      |
| • Health Office Procedures             | • Anatomy and Physiology 2 |
| • Medical Terminology and Anatomy      | • Laboratory Procedures    |
| • First Aid and CPR                    | • Career Development       |
| • Mental Health First Aid              | • Internship               |
| • Medical Ethics                       |                            |
| • Healthcare Plans and Billing         |                            |
| • Healthcare Software                  |                            |
| • Clinical Documents and Transcription |                            |