

Medical Office Assistant with Health Unit Coordinator Specialty

DIPLOMA | 51 WEEKS | MISSISSAUGA WEST



Program Objective

Prepare for administrative and clinical support roles in medical offices and hospital units. The program combines healthcare knowledge, computer and office skills, and practical workplace experience.

- Medical terminology, anatomy and physiology, transcription, and medical office procedures
- Hospital unit coordination, infection control, emergency codes, and processing medical orders
- Computer and office skills, plus a 160-hour clinical placement

Program Notes

Financial assistance may be available to qualified students. Graduation requires a minimum overall program mark of 75% and successful completion of a 160-hour clinical preceptorship.

Method of Delivery

A combination of Integrated Learning™ System training, supported online or instructor-led learning, and a clinical placement. Contact admissions for campus scheduling and delivery details.

Career Opportunities

Graduates can pursue medical office and hospital support roles. Job titles and duties vary by employer and setting.

- Medical Office Assistant
- Health Unit Coordinator / Unit Clerk
- Medical Secretary / Ward Secretary
- Medical Receptionist
- Patient Registration Clerk

Duties and Responsibilities

- Support medical office and hospital unit operations
- Assist with patient registration and appointment coordination
- Prepare and maintain medical documentation and records
- Transcribe medical correspondence and reports
- Process medication, laboratory, and doctors' orders within assigned responsibilities
- Communicate with patients and healthcare teams
- Handle sensitive information professionally

Skills and Personal Attributes

Strong written and verbal communication, attention to detail, organization, teamwork, discretion, and a caring, professional approach. Students develop the ability to manage varied responsibilities while respecting confidentiality.

Your Training. Your Next Step.

Admission Requirements

- Grade 12 or equivalent, or mature student status (18 years or older)
- Wonderlic SLE admissions test: minimum score of 18
- Good command of written and spoken English
- Adequate physical health to fulfil job requirements
- Completed standard registration form

Clinical Placement Requirements

- Minimum course marks: 75% in healthcare courses and 60% in ILS courses; 75% overall average
- Keyboarding: 40 words per minute
- Standard First Aid/CPR Level C
- Clear criminal record check, submitted 30 days before placement
- Résumé and placement preference sheet at least 30 days before placement
- Vaccinations or medical tests if required by the host or health regulations
- Confidentiality agreement and host interview may be required

Funding Options

Financial assistance may be available to eligible students. Speak with admissions about available options, eligibility requirements, and program costs.

Program Breakdown

Computer and Business Office Skills

- Introduction to Keyboarding; Keyboard Skill Building Levels 1 and 2
- Microsoft Windows Level 1
- Microsoft Word Levels 1, 2, and 3
- Microsoft Excel, Access, and Outlook Level 1
- Basic Bookkeeping Level 1
- Strategies for Success
- Job Search and Résumé Writing

Medical Administrative / Clinical Skills

- Introduction to Medical Terminology
- Anatomy and Physiology Parts 1 and 2
- Medical Office Procedures
- Introduction to Medical Transcription
- Clinical Procedures
- Health Unit Coordinator Levels 1, 2, and 3

Worksite Experience

160-hour clinical preceptorship at an approved healthcare facility.

Ready to Take the Next Step?

Speak with our admissions team about your career goals, program suitability, funding, admission requirements, and upcoming start dates.

Academy of Learning Career College
Mississauga West
+1 (905) 306-0666

Each campus is independently owned and operated. Academy of Learning Career College trademarks are used under licence.