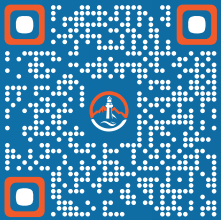


Medical Office Assistant Diploma Program

The program teaches students electronic health records, scheduling, and administrative tasks, along with training in communication, patient interaction, medical record handling, and working with insurance providers.



Why SELC in Canada?

1. **Life-time job support** in Canada
2. **Refreshing learning** opportunity
3. Learn from **industry experts**
4. **Credit transfer options** to public institutions
5. **Payment plan & scholarships** are available



Delivery method

In-person



Start dates

Every 6 weeks



Schedule

Afternoon



Durations

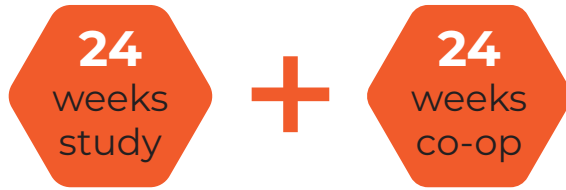
48 weeks



English requirement

Upper intermediate

Program Durations



Occupations



Healthcare administrative support



Customer service & front desk

Learning Objectives

Business computer basics

Learning healthcare terminology

Interpersonal communication

Basic pharmacology & medication management

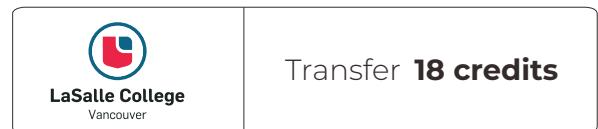
Human anatomy and physiology

Medical office procedures

Health information systems

Medical records, billing & documentation

Pathways to degree-granting institutions in Canada



*Graduates of our pathway partners programs in the above listed colleges and universities may become eligible for a **PGWP upon completion** of one of those partners degree programs.

Work Experience Requirements

1. Negative TB skin test or chest X-ray
2. An immunization record showing current vaccinations
3. Criminal record check

Average Salary in Canada

as a Medical Office Assistant

\$40,950 / a year

Source: [payscale.com](https://www.payscale.com)