



**UNIT CLERK & MEDICAL OFFICE
ASSISTANT**

26 WEEKS | 700 HOURS

START A NEW HEALTHCARE CAREER IN ONLY 26 WEEKS



PROGRAM OUTLINE

All our classes are taught by dedicated professionals with years of practical, real-world experience in their fields, from nursing to medicine to computer science. As a student, you will learn from experts and develop the skills employers are looking for. Some of the courses covered include:

- Business Communications
- Computer Readiness in Health Care
- Medical Terminology
- Medical Office Procedures & Administration
- Clinical Competencies for Medical Office Assistants
- Financial Administration for the Medical Office
- Medical Law and Ethics
- Medical Transcription
- Medical Billing & Coding
- Electronic Medical Records
- Unit Clerk
- Job Search Strategies

WHAT YOU'LL LEARN

Graduates of Heritage College's express Medical Office Assistant and Unit Clerk certificate gain the technical and medical knowledge needed to fill various roles in hospitals, nursing homes, clinics and medical labs. Over this course, you will:

- Gain valuable hands-on experience in labs and practicums, including sterilization, patient preparation, and the recording of vital signs
- Study medical terminology, anatomy, physiology and pharmacology to help identify a patient's medical issues
- Obtain vital experience with medical transcription, including numerous practical exercises to hone this in-demand skill
- Explore medical clinics, long-term care facilities, and hospitals to prepare yourself for careers in a variety of medical settings

PROGRAM DURATION

CLASSES	580 HOURS	23 WEEKS
PRACTICUM	120 HOURS	3 WEEKS
TOTAL	700 HOURS	26 WEEKS

COURSE DELIVERY

Our express Medical Office Assistant & Unit Clerk program has two delivery methods:

- **In-Class:** Either two days a week (weekend option) or five days a week (morning option) at Heritage College's Calgary campus.
- **Blended:** Lectures and theory delivered online, with online assessment; occasional labs and exams in-class at our Calgary campus.

The Medical Office Assistant & Unit Clerk program combines lectures, visual aides, hands-on learning, projects, exams and group discussions into an holistic, accessible learning experience.



403-800-8221



info@heritage-college.ca

CAREER PATHS

Medical office assistants, medical secretaries and unit clerks are core members of most healthcare teams. Certified graduates can find employment in hospitals, nursing homes, medical clinics, diagnostic imaging offices and dental offices.

Our graduates can find work as medical receptionists, unit clerks, medical billing clerks, medical transcriptionists, medical office secretaries and clinic managers.

 AVERAGE ALBERTA WAGE \$27/HR	 CAREER OUTLOOK ABOVE AVERAGE	 JOB DEMAND HIGH
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Based on career information from alis.ca

ADMISSION REQUIREMENTS

All students must be 18-year-old or older, pass a criminal records check, possess basic computer skills, and meet one of the following:

Either:

- An Alberta high school diploma, a G.E.D., or the equivalent

Or:

- Pass a Wonderlic Test with a score of at least 16, demonstrating their English and math skills

FINANCIAL ASSISTANCE

Paying for your education doesn't have to be difficult. Heritage College is here to help you make this crucial investment and help you find your dream job. Here are some of the ways we can help you:

1. **Student Loans:** Heritage College's certificate and diploma programs are accredited by the Government of Alberta, and eligible for Alberta Student Aid funding. Our admissions team is happy to work with you to help you apply for government funding.
2. **Interest-Free Financing:** Students can finance their education over the duration of their program with our *100% INTEREST FREE student financing*. Talk to our admissions team to see if this option is right for you.
3. **Student Line of Credit:** Heritage College can help you apply to your bank or credit union for a Student Line of Credit. Contact our admissions team to find out how we can help you with this option.



THE HERITAGE

CAREER COLLEGE ADVANTAGE



SMALL CLASS SIZES

There are never more than 12 students in a class, ensuring you get valuable **one-on-one** time with your instructors. Our **experienced team** ensures you learn more effectively, and develop the skills that will get you hired.

FLEXIBLE SCHEDULES



Whether you're working, taking care of your family, or you have other priorities, our programs are designed to fit your busy life. **Graduate in under a year**, and get the education you need when you need it.



AFFORDABLE EDUCATION

Learn without breaking the bank. Our programs are designed to **fit your budget**, with no padding to drive up the costs. To help students achieve their educational goals, we offer both **student financing** and **scholarships**.

EXPERIENCED CAREER ADVISORS



Starting a career in a new industry can be difficult. That's why our team of Career Advisors will work with you **at every step** of your job search. From **resume writing** to **interview coaching** to **job hunting**, we work with you to help you succeed in the workforce.



GUARANTEED PRACTICUM PLACEMENTS

Get hands-on, real-world job experience with a **3-week workplace practicum** at one of our partner businesses. Put your skills to work in a practical situations, learn from a practicing mentor, and develop the workplace skills that will **get you hired**.

DISCOVER A COLLEGE
THAT WORKS FOR
YOU

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