



**MEDICAL OFFICE
ASSISTANT & UNIT CLERK**

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

- **In-Class:** Either three days a week (weekend option) or four days a week (morning or evening options) at Heritage College's Calgary campus.
- **Blended:** Lectures and theory delivered online, with online assessment.

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

CAREER PATHS

Medical office assistants, medical secretaries and unit clerks are core members of most healthcare teams. Graduates will be able to measure a patient's vital records, schedule a variety of medical appointments and procedures, prepare and sterilize examination rooms, complete insurance claim forms, enter and format electronic medical records, maintain patient medical records, and more.

Our graduates can find employment in hospitals, nursing homes, medical clinics, diagnostic imaging offices and dental offices.



AVERAGE WAGE
\$27/HR



CAREER OUTLOOK
ABOVE AVERAGE



JOB DEMAND
HIGH

Based on career information from alis.ca

ADMISSION REQUIREMENTS

Heritage College has two methods of admissions: Standard, for students who have just graduated from high school in Canada, and Mature, for students who are 18-years-old (in AB and SK), 19-years-old (in BC and MB), or older and who have been out of school for at least one year.

STANDARD:

- Requires a Canadian high school diploma, a G.E.D., or the equivalent.

MATURE:

- Requires applicants to pass our Wonderlic Skills Test with a minimum score of 16

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:

- **Student Loans:** Heritage College's certificate and diploma programs are accredited by the Government of Alberta, and eligible for student funds in Alberta, Saskatchewan, Manitoba and Ontario.
- **Interest-Free Financing:** Students can finance their education over the duration of their program with our 100% INTEREST FREE student financing.
- **Student Line of Credit:** Heritage College can help you apply to your bank or credit union for a Student Line of Credit.





THE HERITAGE COLLEGE ADVANTAGE



SMALL CLASS SIZES

We keep our class sizes small, 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 so you can 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.

LEARN TO WORK