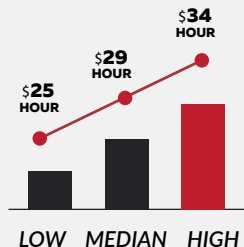


MEDICAL OFFICE ADMINISTRATION

43-Week Diploma Program



Wage Statistics*1:



Program Overview:

Develop skills in medical terminology, medical office administration, medical transcription, and word processing to perform a variety of tasks in a medical environment.

Industry Relevant Information

- Medical industry is a timeless profession: human anatomy and medical language stay the same.
- Employment for MOAs remain unaffected as medical professionals are essential healthcare workers, especially due to COVID-19.
- Diversity in employment and flexible hours and shifts.

Program Features

- Top-of-the-line industry software: ACCURO Electronic Medical Records.
- Practicum component is paramount: many students find employment immediately following their work experience placement.
- Instructors have extensive knowledge and passion for the subject matter.

Program Outcomes

- Medical Transcriptionist
- Medical Office Administrator
- Medical Receptionist
- Medical Billing Clerk

Why Choose Reeves College?

- 100-hours of practical work experience.
- Students learn how to take vital signs and can successfully run a blood pressure clinic.
- Receive Standard First Aid and CPR training.

Frequently Asked Questions:

I'm a stay-at-home parent with kids in school. How can I work and continue to fulfill my parental duties?

With such a diverse range of career options – administrative positions, clinic settings, and hospitals – many of these environments offer flexible hours and shifts, so you can accommodate your life outside of work.

How should I begin my medical office career?

For the first six months, it's ideal to begin your career in a medical clinic setting and gain more experience. Once you've gained more experience, you can move more freely in clinic and hospital settings.

*1 alis.alberta.ca; 2020

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The hands-on training helps with getting me prepared for a busy doctor's office and preparing me for how I was to set up the whole day for them. The instructors they were amazing that helped me with my goals.”

-Amber, Medical Office Administration Graduate