

Application Deadline

All applicants must submit all necessary documents and/or complete all assessment testing by the application deadline date on the information sheet. Admission is offered to applicants who qualify based on application date. There is no distinction made between applicants based on time of day that applications are submitted. In cases where more applications are received within a given day than space allows us to admit, qualified applicants will be randomly selected.

In addition, applicants should be aware that:

- a standard criminal record check and completed Immunization Requirements Form will be required by the first day of class.

Fees

See the information sheet for up to date information.

Financial Aid

This program is eligible for Students Loans. To apply for student loans online, please see: aved.gov.bc.ca/studentaidbc/

Student loan applications must be received by the Student Services Branch at the Ministry of Advanced Education at least three weeks prior to the start date of the program to allow time for processing.

Graduation Requirements

Students must successfully complete the entire program to receive the certificate. Students are required to attend all scheduled classes and complete all assignments and assessments. Those who do not meet the attendance and grade requirements will not qualify to receive the program certificate.

For more information

Please visit our website at: viu.ca/lifelonglearning.



About Vancouver Island University

Vancouver Island University is a comprehensive post-secondary institution located on beautiful Vancouver Island in British Columbia. Our main campus is located in Nanaimo and we have regional campuses in Duncan and Powell River, and a campus centre in Parksville. More than 16,000 full-time and part-time students are enrolled in academic, applied, career/technical, vocational, trades and developmental programs leading to certificates, diplomas and degrees.

Vancouver Island University
900 Fifth Street | Nanaimo, BC V9R 5S5

Switchboard: 250.753.3245 | **Toll-free:** 1.888.920.2221
Advising: 250.740.6410
Financial Aid & Awards: 250.740.6423
Registration Tel: 250.740.6400 | **Fax:** 250.740.6479



**VANCOUVER ISLAND
UNIVERSITY**

*Produced by Communications and Public Relations
Sept 2016 • Medical Office Assistant Certificate Program*

Medical Office Assistant 3 Month Full-time Certificate Program




**VANCOUVER ISLAND
UNIVERSITY**

Faculty of
Health & Human Services

Program Overview

This program prepares participants to work in the field of medical administration and/or as medical office assistants. Participants will include those who wish to pursue this as a new career as well as those currently employed in the medical field, requiring cross training, professional development, and retraining.

Career Opportunities

- Private and Public Hospitals
- Public Health Offices
- Long Term Care Facilities
- Medical Offices
- Specialists' Offices
- Nursing Services (scheduling)
- Insurance companies
- Government Offices with medical related departments

Program Format

Courses offered daytime, Wednesday to Saturdays over a three-month period. Students must complete all the courses in the program within this period. See the information sheet for schedule details.

Program Outline

Keyboarding and Computers in the Medical Environment (OSME 005) 45 hours

An opportunity to develop and improve keyboarding speed and accuracy to a minimum of 50 wpm using computer software to practice medical terminology, forms and reports used in the medical environment. An overview of the electronic medical record (EMR) and various tasks related to the EMR.

Pharmacology for the Medical Office

(OSME 015) 42 hours

An introduction to basic pharmaceutical terminology used in a medical environment, focusing on identifying and correctly spelling commonly used medications.

Interpersonal Skills in the Medical Environment

(OSME 060) 18 hours

An introduction to interpersonal skills for non-clinical clerical support staff working in the medical environment. Topics include understanding human needs and personality types and how they impact on interactions with others in high volume, high demand, and stressful situations.

Medical Office Procedures

(OSME 010) 60 hours

An introduction to the skills and knowledge required as a medical office assistant. Learn and practice routine medical office duties, including telephone and reception skills, booking appointments, ordering supplies and records management. Learn about medical reports, principles of informed consent, inventories, introduction to clinical instruments and patient confidentiality.

Observational Practicum for MOAs

(OSME 009) 6 hours

An opportunity for students to observe the Medical Office Assistant role in the work setting. Students will observe the application of skills and knowledge in the medical office setting and gain an awareness of the realities and demands of the Medical Office Assistant role.

Computerized Medical Billing

(OSME 011) 45 hours

An introduction to computerized medical billing. Topics include: all aspects of electronic scheduling; extensive billing functions; the use of electronic medical records; and organization and maintenance of patient information.

Medical Transcription - Introduction

(OSME 012) 24 hours

An introduction to machine transcription of the medical reports that become a part of the health record in a medical office environment, specifically consultation letters, chart notes and radiology reports.

Practicum MOA Program

(OSME 013) 42 hours

An observational and hands-on practicum at a medical office, which includes review and application of theoretical procedures and practices. The practicum will require independence and practical application of medical office systems.

Admission Requirements

- Math 11: Intro to Math 11, Trades Math 11, Applications or Principles of Math 11, Math 041, 045, 046, 047, Accounting 11 OR MOA Math Test.
- English 12: English 12 (with a minimum mark of "C"), or equivalent, OR MOA English Test.
- Keyboarding: 40 correct wpm required.
- Computer Skills: Successful completion of Introduction To Computers within the past 2 years, or equivalent course OR if you use computers regularly include a letter with your application, detailing the systems and programs you use and know.
- Successful completion of OSME 002: Medical Terminology and Anatomy & Physiology, (or approved equivalent) taken within the last two years.

* NOTE: If you do not meet the prerequisites, please contact Student Affairs Nanaimo Campus: 250.740.6276 or Cowichan Campus 250.746.3509 to arrange your assessment (Math, English, and/or Keyboarding).

How To Apply

- Complete the Vancouver Island University *Application For Admission Form* and include:
 - Original transcripts.
 - An application fee is required to Vancouver Island University.
- Accepted students will receive a letter from Admissions outlining fee payment procedures.