

Office Administration - Health



CREDENTIAL
Ontario College Diploma

PROGRAM CODE 0247 AREA OF INTEREST
Business Health

LOCATION

Distance Education

DURATION 2 -year

Overview

Confederation College's Office Administration — Health two-year diploma program gives you the opportunity to develop the specialized skills you need to work in a variety of healthcare settings. Students will acquire a knowledge of computer skills and software, medical terminology, clinical and office procedures, specialized software and medical ethics.



Top Highlights

- Become an important member of the health services industry with a specialized understanding of medical office practices, terminology, electronic medical records and more.
- Common semester 1 and 2 with the Office Administration – General program.



Employment Opportunities

Employment may be found in health-related settings like:

- hospitals
- · family health centres
- · doctors' offices
- · physio and occupational therapy clinics
- · medical laboratories
- · pharmaceutical companies
- long-term care facilities



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Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels with Grade 12 English (C/U) Level.
- or successful completion of the Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance (ACE) program.

Courses Recommended

• Grade 11 College Preparation Mathematics.

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or General Arts and Science Diploma programs or Academic and Career Entrance (ACE); students who successfully complete one of these programs would be eligible to apply to programs in the Business, Hospitality & Tourism and Media Arts areas.

First Semester

OL 054	Computer Keyboarding Skills I
OL 257	Communication I
OL 370	Word Core
OL 612	Business Math
OL 700	Computers 1 - An Intro
OL 702	Excel - Core
OL 826	Outlook

Second Semester

OL 011	Access Core
OL 090	Accounting Basics I
OL 120	Office Technology and Procedures
OL 335	Organizational Business Communications
OL 704	MS Power Point
OL 976	Customer Service & Ethics

Third Semester

OL 407	Active Records Management	
OL 424	Medical Conditions for	
	Medical Office Professionals	
OL 441	Working and Communicating	
	in a Medical Setting	
OL 452	Medical Keyboarding	
OL 468	Essentials in Health Records Management	
GE	Elective	
GE	Elective	
OL 402	Medical Terminology	
Fourth Semester		

OL 401	Medical Transcription Styles & Practices
OL 406	Medical Terminology II
OL 420	Understanding Medical Tests for
	Medical Office Staff
OL 425	Pharmacology for Medical Office Professionals
OL 428	Understanding Surgical Procedures
	Medical Office Staff
OL 459	Medical OHIP Billing
GE	Elective



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 ${\bf NOTE: Content\ subject\ to\ change.\ Visit\ the\ program\ website\ for\ the\ most\ current\ information.}$





