



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



Lianne Jackson
Program Officer - Distance Education

(807) 475-6171
ljackson@confederationcollege.ca



confederationcollege.ca/adminheal

This is **LEARNING**



Office Administration - Health

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



Have questions? Want to apply?
Contact recruitment@confederationcollege.ca

