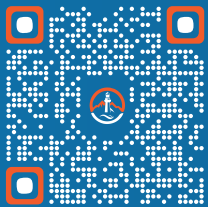




# Medical Office Assistant Diploma Program

The program teaches students electronic health records, scheduling, and administrative tasks, along with training in communication, patient interaction, medical record handling, and working with insurance providers.



## Why SELC in Canada?

1. **Life-time job support** in Canada
2. **Refreshing learning** opportunity
3. Learn from **industry experts**
4. **Credit transfer options** to public institutions
5. **Payment plan & scholarships** are available



### Delivery method

In-person



### Start dates

Every 6 weeks



### Schedule

Afternoon



### Durations

48 weeks



### English requirement

Upper intermediate

# Program Durations

## With Break

Students can work full-time during scheduled breaks in Canada

Step-1: Study



24 weeks

Step-2: Academic Break



6 weeks

Step-3: Co-op



24 weeks

Total Duration



54 weeks

## Without Break

Step-1: Study



24 weeks

Step-2: Co-op



24 weeks

Total Duration



48 weeks

## Learning Objectives



Business computer basics

Learning healthcare terminology

Interpersonal communication

Basic pharmacology & medication management

Human anatomy and physiology

Medical office procedures

Health information systems

Medical records, billing & documentation

## Occupations



Healthcare  
administrative support



Customer service  
& front desk

## Work Experience Requirements

1. Negative TB skin test or chest X-ray
2. An immunization record  
showing current vaccinations
3. Criminal record check

## Average Salary in Canada

as a Medical Office Assistant

# \$40,950 / a year

Source: [payscale.com](https://www.payscale.com)