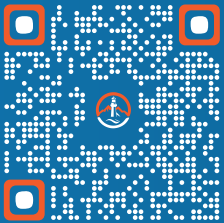


Hospital Support Administrator Diploma Program

Students in this program will learn valuable skills for working in a hospital environment in administrative and clerical support roles.

The program is designed for applied learning and pragmatic application of skillsets.



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

Morning & afternoon



Durations

80 weeks



English requirement

Upper intermediate

Program Durations

With Break

Students can work full-time during scheduled breaks in Canada

Step-1: Study



40 weeks

Step-2: Academic Break



12 weeks

Step-3: Co-op



40 weeks

Total Duration



92 weeks

Without Break

Step-1: Study



40 weeks

Step-2: Co-op



40 weeks

Total Duration



80 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
- Learning the hospital environment & protocols
- Registration services and release of information
- Admission, transfer & discharge procedures
- Diagnostic imaging clerical procedures
- Workplace health & safety for hospitals

Occupations



Health records clerks



Health unit coordinators

Average Salary in Canada

for a Support Specialist

\$58,288 / a year

Source: glassdoor.ca