

# Medical Office Assistant



This 336-hour Medical Office Assistant (MOA) program prepares students for administrative and clinical duties of an office assistant in a medical office or clinical environment. Students will acquire skills to communicate accurately and professionally with medical professionals and patients, demonstrate knowledge of office procedures and time management, apply medical terminology throughout the program, obtain a good understanding on the use of computers in the office environment, perform computerized medical billing tasks, apply medical office guidelines and standards, and gain real-world experience through a practicum. Students will also learn about medical/legal aspects of the healthcare industry.

## Admission Requirements

- Grade 12 student with good attendance and academic standing on a Dogwood graduation plan.
- Applicants must provide evidence of a negative tuberculin test, taken no more than six months before the date of application (or evidence of an appropriate follow-up if the test was positive).
- A criminal record check clearance from the B.C. Ministry of Public Safety and Solicitor General's Criminal Records Review Office. Okanagan College's admission offices will provide applicants with instructions and forms for applicants to submit to the Solicitor General's Office and a deadline for the College to receive the clearance letter. Applicants should only initiate their criminal record check when instructed by Admissions. Failure to provide a clearance letter by the deadline will result in a cancellation of the applicant's admission application.

## English Requirements

English 12 with a minimum of 60%. Concurrent enrollment in English is allowed.

## Graduation Requirements

Students must pass the practicum and attain a minimum grade of 70% in all courses in the program.

## Program Outline

MOA 101 - Medical Terminology  
MOA 102 - Pharmacology  
MOA 103 - Computers and Transcription  
MOA 104 - Medical Office Systems  
MOA 105 - Medical Office Procedures  
MOA 106 - Workplace Skills  
MOA 107 - Practicum

## Tuition

SD23 Pays: Tuition: \$4.004

Student Pays: Text books: \$350.00 approx

\*All program costs are approximate and subject to change without notice.

## Intake Dates (subject to change)

Part-time, Tues & Thurs evenings, plus Saturdays. September and January intake.

## Program Delivery via Okanagan College

Online, Synchronous

## Credits Earned

Students will earn 16 elective credits, (4 courses) at the gr 12 level

## Sponsorship Requirements for SD23 Students

- Complete the School District application package and hand it into your Career Programs Coordinator
- Be on track to graduate with a Dogwood diploma
- Meet with high school Career Coordinator to review program
- Okanagan College course requirements / admission requirements met for program
- Application approved and accepted by School District
- An interview may be required for potential applicants

## Student for a Day



Due to the delivery of this course, there is no student for the day opportunity. Students are encouraged instead to participate in their own career research. Evidence of career research will be evaluated during the in-person interview with the dual credit coordinator.

Applications are available at your school Career Centre or go to [www.dualcredit23.sd23.bc.ca](http://www.dualcredit23.sd23.bc.ca)

CONTACTS: Bob Boback, Dual Credit Coordinator, [bob.boback@sd23.bc.ca](mailto:bob.boback@sd23.bc.ca) Lynn Kumalae, Administrative Assistant, [lynn.kumalae@sd23.bc.ca](mailto:lynn.kumalae@sd23.bc.ca)

