

PCSS Post Secondary Spotlight

So, you want to be a...



Medical Office Assistant

Medical office assistants support doctors and other health-care professionals. They perform a wide range of clerical and administrative tasks. For example, they schedule appointments, type documents, process invoices, do data entry and filing, and answer telephone calls. They may perform minor medical duties such as taking vital signs and preparing the consultation room.

350 hours

Medical Office Assistant Certificate

Welcome to our exciting certificate program that will equip you with the essential skills needed to thrive in a modern medical office. Our program focuses on developing strong interpersonal communication skills that are critical in the healthcare industry while utilizing technology effectively and efficiently.

Our comprehensive curriculum covers a wide range of topics such as medical terminology, computer applications, and the person-centered approach, providing you with a thorough understanding of the role of a Medical Office Assistant in a dynamic healthcare team. You can attend our theory courses either in real-time online classes or study independently, giving you the flexibility you need to succeed.

Our program culminates in an in-person professional preceptorship, where you can apply your newly acquired skills and gain practical experience in a professional medical office. We are confident that you will love our program and become a valuable asset to the healthcare industry.

Work-integrated Learning

This certificate program features 105 hours of work-integrated learning. Learn more about the many types of experiential learning opportunities available at Red Deer Polytechnic through the Career Education and Experience Development Centre.

Admission Requirements

While not required, we strongly recommend learners have the following:

- English 20-2, with a minimum score of 60% achieved, or a minimum score of 250 on the Reading component, 250 on the Writing component and 5 on the WritePlacer Test
- Math 10-1

Average Salary

\$49,772.00

Per Year

Average Wage

\$27.25

Per Hour

<https://rdpolytech.ca/programs/medical-office-assistant-certificate>

<https://alis.alberta.ca/occinfo/occupations-in-alberta/occupation-profiles/medical-office-assistant/>