



JRS COLLEGE
of Business & Healthcare



Health Office Administrator

Program Accreditation: **Diploma**

35 weeks – Total hours: 400

Mode of Delivery:
Online (Virtual Classes)



Program Overview

Health Office Administrators play a critical role in healthcare delivery; they also conduct many administrative tasks in the field of medicine, along with some basic clinical procedures. In this program, students will learn to take medical histories, explain treatment procedures, and prepare patients for examinations. Emphasis is placed on medical terminology, body systems, medical transcription, and office procedures.

Career Opportunities:

• Suitable for roles in:

- Private physician's office
- Single or multi-specialty clinic
- Hospital setting

• Typical job titles you can have:

- Health/Medical Office Assistant
- Health/Medical Office Administrator
- Medical Secretary
- Medical Stenographer
- Medical Billing Specialists
- Secretary Ward
- Medical Transcriptionist

Admission Requirements

- An Ontario Secondary School Diploma or equivalent; or be at least 18 years of age or older and pass an entry test.
- English proficiency requirement for international students.

Graduation Requirements

To successfully meet the program outcomes the student must:

- Achieve a minimum mark of 65% in all of the module assignments and exams
- Achieve a satisfactory rating in the internship evaluation

What You Will Learn

The course consists of 11 modules. These modules are covered in the classroom:

- The Canadian Health Care System
- The Health Office Professional
- Clinical Procedures & Safety
- Medical Office procedures
- Medical Billing
- Anatomy, Physiology, and Terminology
- Introduction to Medical Transcription & Documentation
- Computer Applications
- Communication and Customer Service
- Job Search & Career Development

The average medical office administrator salary in Canada is **\$40,950 per year or \$21 per hour**. Entry-level positions start at **\$35,100 per year**, while most experienced workers make up to **\$151,636 per year**.

What are you waiting for? Work your way to your career in Healthcare with the Health Office Administrator Program at **JRS College of Business & Healthcare**.

Start Your Journey Today!