

Medical Office Assistant (MOA)

The Medical Office Assistant diploma program at triOS is a 15-week program. It includes a 4-week internship. The program is designed to provide you with the knowledge and skills you need to excel within the world of healthcare. You will be trained extensively in pathology and pharmacology, medical transcription, patient assessment, scheduling, and other key areas.

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Program Benefits

- ✓ Half Day Classes
- ✓ Small Class Sizes
- ✓ CPR/First Aid Training
- ✓ Job Placement Assistance
- ✓ Lab Week

Here's a look at some of the courses included in this program:

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

Accounting & Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

Anatomy, Physiology, & Terminology

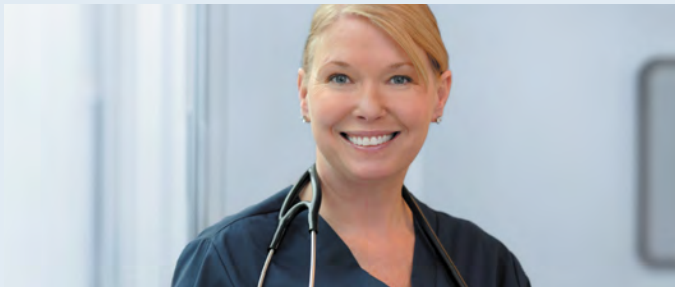
Healthcare Fundamentals, Pathology and Pharmacology

Medical Administration

Medical Transcription, Customer Service, Communication Skills, Scheduling

Clinical Procedures

Patient Assessment, Vital Signs, Diagnostic Procedures, Infection Control and WHMIS, Assisting with Primary and Specialty Physical Examination Procedures



Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1243/13112 - **Wage data is based on NOC 1243 and is rounded down to the nearest dollar. Average wage doesn't reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Medical Billing Clerk
Medical Billing Secretary
Medical Office Administrator
Medical Receptionist
Clinical Assistant
Medical Administrative Assistant
Medical Administrative Specialist
Ambulatory Clerk
Unit Coordination Assistant

Employers Who Have Hired triOS Grads



Some Other Employers Include:

- Lakeridge Health
- William Osler Health Centre
- Achieve Physiotherapy
- Saint Elizabeth Health Care
- NewSkin MediSpa

“My experience at triOS College was great. I am a mature student and at triOS, I did not feel out of place. I put in a full fledged effort into this course and achieved distinction. I will remember my time at triOS forever as it was a very positive experience.”

-Julie S.,
triOS College Graduate

Medical Office Assistant

Diploma Program Length:

38 Weeks

NOC Code: 1243/13112

Microsoft Word Microsoft Excel	4 Weeks	Introduction to Medical Transcription Customer Service and Practice Administration Medical Office Assistant Clinical Procedures	8 Weeks
Microsoft PowerPoint Microsoft Outlook Business Communication	4 Weeks	CPR and First Aid	1 Week
Introduction to Accounting (Using Sage 50) Intermediate Accounting (Using QuickBooks)	8 Weeks	Career Management	1 Week
Anatomy, Physiology and Terminology Pathology and Pharmacology Healthcare Fundamentals	8 Weeks	Internship - 100 hours	4 Weeks
		Keyboarding – continuous learning throughout the program	

Program highlights include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent. *
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

These are statistics from 2018.

