

“EXCEL IN MEDICAL MANAGEMENT”

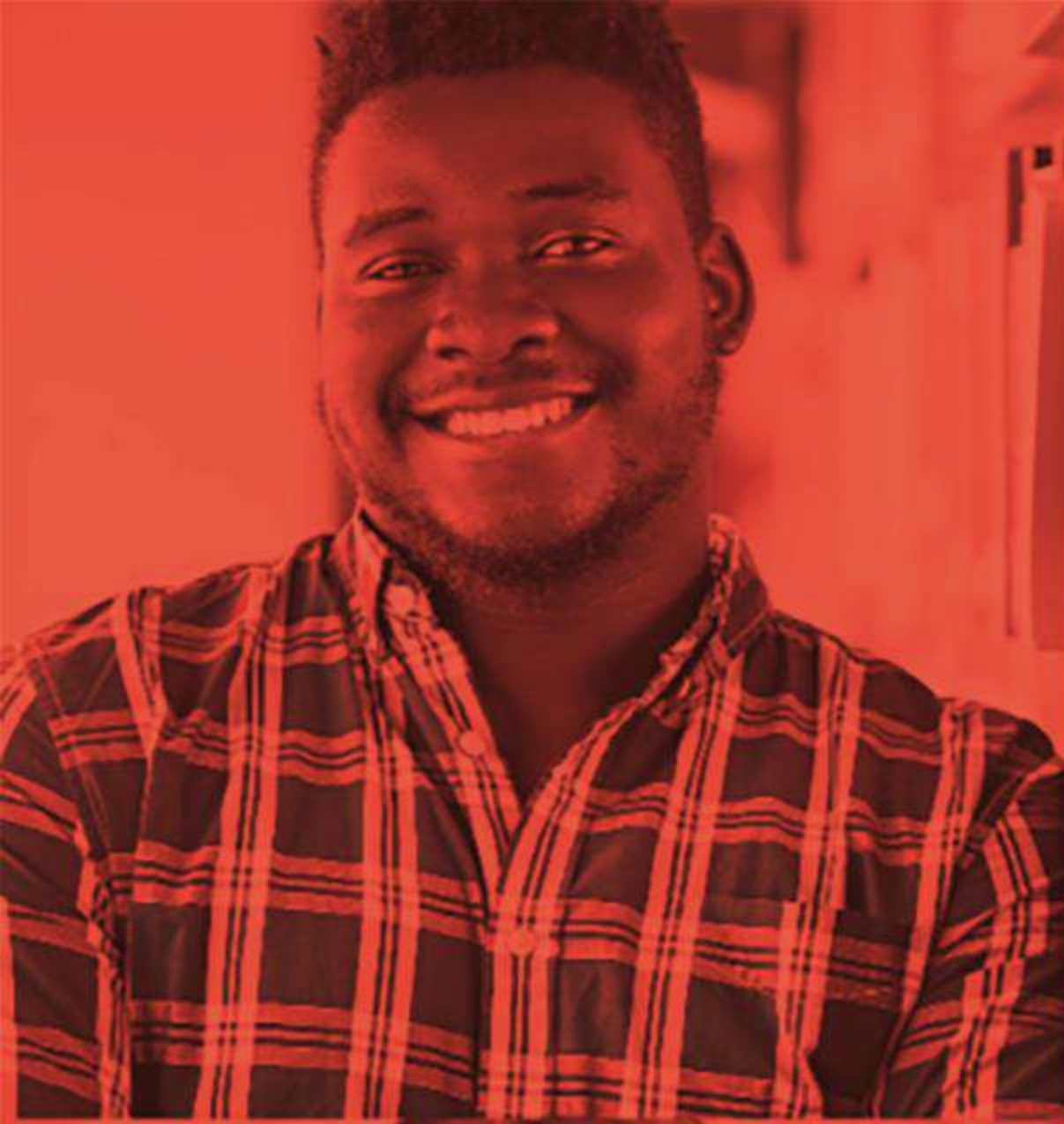


MEDICAL OFFICE --- ASSISTANT

We transform communities through education

www.wcc.ca/moa





TRANSFORMING COMMUNITIES THROUGH **EDUCATION**





Program Overview

Medical Office Assistants offer a valuable service to the clinics by organising and streamlining their office work. A 500 hours program of Medical Office Assistant (MOA) will offer a Diploma at successful completion of the program. Medical Office Assistant positions can be found in a variety of healthcare facilities. MOAs keep the business on track by taking care of routine chores at the medical office and clinical needs of patients. This program will prepare students to handle, create and update patients' electronic health records, manage the day-to-day operations of a medical facility, schedule and coordinate appointments, verify patient insurance, complete and submit insurance forms, prepare correspondence between medical providers and their patients and provide quality customer service to patients.

Career Opportunities

Graduates of MOA program will gain specific skills in medical industry and be job ready on graduating and earning anywhere upto \$31 per hour. As a graduate from this program, you will be eligible for a number of job titles including:

- **Walk-In Clinic**
- **Private Surgical Center**
- **Primary Healthcare Organization**
- **Chiropractor's office**
- **Family Practice**
- **Physiotherapist office**



PROGRAM ADMISSION REQUIREMENTS

Program Admission Requirements

Applicants will be required to meet the following minimum criteria:

19 years of age or older, or Grade 12/ GED or equivalent; Successful completion of admissions interview and entrance language assessments test of the college

Program Duration

500 hours 23 weeks - Full Time

500 hours 28 weeks - Part Time

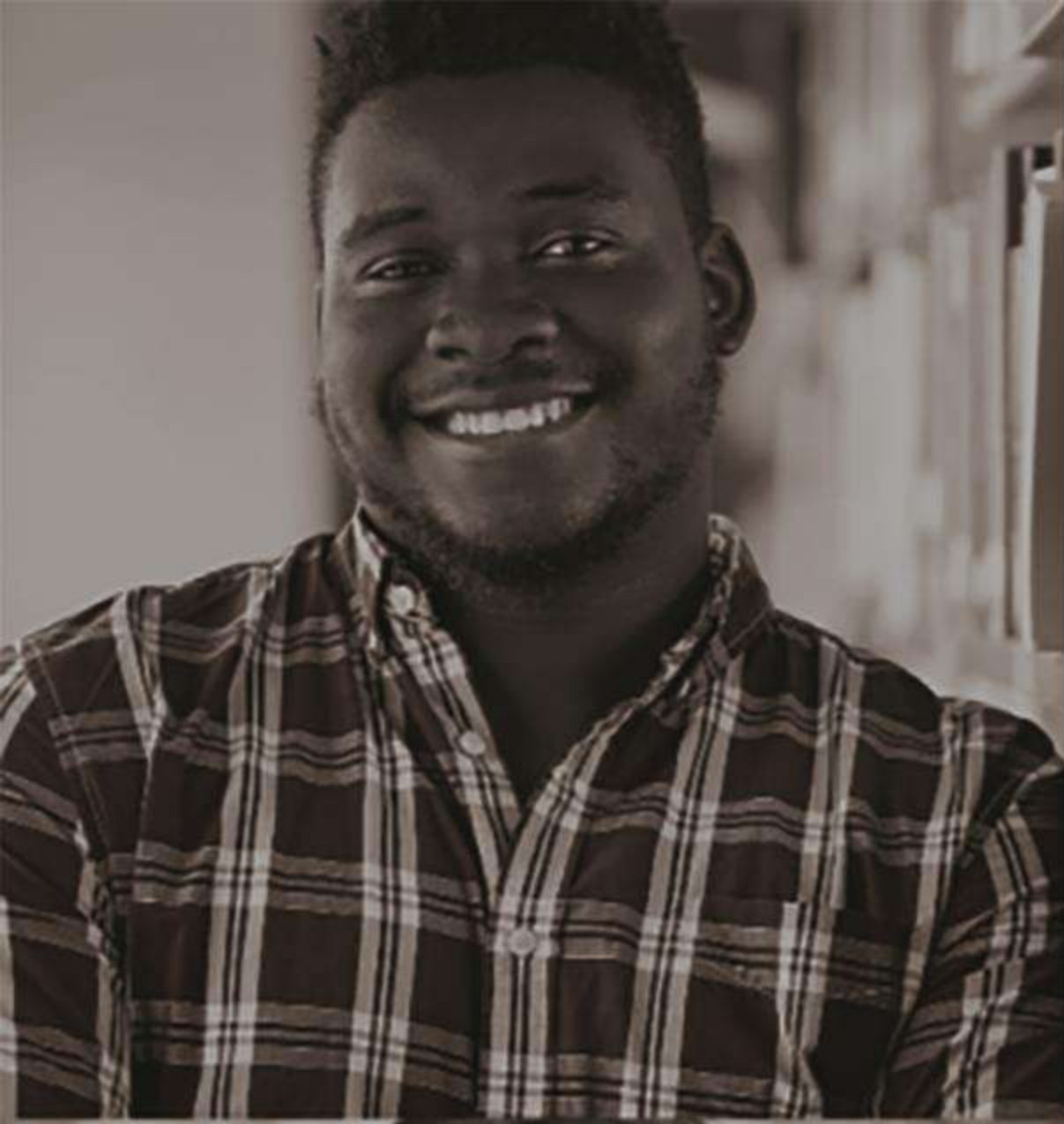


For other ways to meet the admission requirements please contact our admissions team.

PROGRAM OUTLINE

Program Outline

Course Name	# of Hours
Computer Applications with Keyboarding	40
Customer Service and Communication	40
Medical Terminology	80
Medical Office Procedures	40
Medical Transcription	40
Pharmacology	40
Clinical Skills	40
Medical Billing	40
Electronic Medical Records	60
Career Preparation	20
Practicum	80
TOTAL	500



WHY MOA?



www.wcc.ca



Practicum Experience



Flexible Schedule



Scholarships



Earn up to C\$31* hourly



Student Support Services



Locational Advantage



FEE STRUCTURE

Domestic Students

Fee information for the 2022 – 2023 year:

Particulars	Fees
Application Fee	\$250
Tuition Fee	\$4895
Book Fee	\$795
TOTAL	\$5940

International Students

Fee information for the 2022 – 2023 year:

Particulars	Fees
Application Fee	\$250
Tuition Fee	\$7895
Book Fee	\$795
TOTAL	\$8940



STUDENT AID

Financial Aid

Western Community College offers a variety of financial aid opportunities to ease students' stress and allow them to focus on their studies. If you need extra support, we have flexible funding to accommodate all our students, no matter their financial situation.

Basic Eligibility Requirements

To receive student financial assistance, you must meet all of these basic eligibility criteria:

- be a Canadian citizen, a permanent resident or have protected person status
- have a valid Canadian social insurance number
- be a resident of British Columbia
- be pursuing full-time studies as your primary occupation
- be enrolled in an eligible program of study at an eligible post-secondary institution
- be able to demonstrate financial need
- make academic progress and achieve satisfactory scholastic standing in each period of postsecondary study

i NOTE: All information submitted as part of your application package, including information provided by your parents or spouse/common-law partner in appendices, is subject to verification and audit.

NOTE: You can only apply to one province for funding

i You may not be eligible if you have:

- Delinquent or in default of previous student loans.
- Under audit or have an overaward (in this case your funding may be withheld), or
- Incarcerated or have any outstanding warrants for your arrest



SURREY

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ABBOTSFORD

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 **Surrey, BC**

Unit 201-8318 120 St
Surrey, BC V3W 3N4

 **Abbotsford, BC**

Unit 201-3670 Townline Rd
Abbotsford, BC V2T 5W8

Other Campus Locations

King George, Prince George, Tech and Trades, South Surrey, Surrey Central

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