

# MEDICAL OFFICE ASSISTANT

## 6 MONTHS

**Course Length**  
6 Months

**Program Starts**  
Numerous Intakes

**College Week**  
Monday to Thursday,  
No classes on Friday,  
unless scheduled.

**Entrance Requirements**

Applicants admitted to the course will have Grade 12 or equivalency with an acceptable level of competence in the use of the English language and basic computer skills (mature admissions upon review).

**How to Apply**

Contact Admissions for an appointment.

**Tuition and Financial Aid**

Contact us. Canada and Saskatchewan Student Loans are available to qualified students.



**Do you enjoy helping people? Have you thought of working in a health related field and doing just that?**

Job security is foremost on people's minds when choosing a career that is right for them. Our Medical Office Assistant program trains you to work in one of the world's most in-demand fields, healthcare.

*McKay Career Training* proudly offers a program designed to teach you about the human body and discover how medical offices operate on a day-to-day basis. The Medical Office Assistant is given hands-on training in a practical clinical setting, which provides a fun, yet realistic environment for learning necessary and practical skills.

Our instructors use the most up to date information to educate students about the fascinating areas of medical terminology, vital signs, billing, office procedures, transcription and so much more!

Where can a career as a Medical Office Assistant lead you? You will have the skills needed for employment in medical offices, emergency clinics, public health facilities, hospitals, specialist offices and voluntary health services.

Follow us on **Facebook & Instagram**  
**...Enroll for your career Today!**

**306-955-1616**

**OFFICE ASSISTANT**

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**MCKAY**  
CAREER TRAINING

Revised July 2020

# PROGRAM COMPONENTS

## ADMINISTRATIVE: Theory

### Medical Law and Ethics

• Introduces the students to the differences between law and ethics as it relates to the responsibilities of the Medical Office Assistant in the medical setting.

### Patient Psychology

• Basic psychology theories and methods relevant to patient care are introduced. Students gain an understanding of human needs, types of personalities and how to communicate with people of different health levels.

### Office Procedures

• Students learn basic office procedures and skills to prepare the Medical Office Assistant for work in an office environment. Classes will cover professionalism, time management, reception, patient records, appointments, telephone procedures, basic financial management, office management, and electronic medical records.  
• Simulation lab allows the students a hands-on experience while developing their administrative concepts and skills.

## BUSINESS COMMUNICATIONS

### Grammar and Spelling

• The eight basic parts of speech, correct use of capitalization and punctuation, and sentence structure are covered.

### Written Communications and Job Search

• Students are introduced to basic writing and communications necessary to be successful in the health care field. Health care specific job search and resume writing are also presented. Listening skills and professionalism are emphasized.

## MEDICAL: Theory

• The students will learn twelve anatomical systems; with each system, anatomy, physiology and pathological conditions along with medical abbreviations will be presented.  
• Medical terminology is introduced to the students with a substantial bank of medical words learned by course completion.  
• Students will participate in and learn Emergency Cardiac Care program, Basic Life Support Level C with defibrillator, Red Cross Standard First Aid and Basic Electrocardiography (ECG Association)  
• Infection control along with proper charting will be instructed.

### Clinic

• In our specialized clinical setting, students will gain experience obtaining temperatures, pulse, respiration, blood pressure, urinalysis, blood sugar, hemoglobin and pregnancy test results.  
• Students are educated in the application of tensor, bandages, slings and dressings.  
• Sterilization of equipment, instrument recognition, procedural set-ups and assisting the physician in exam rooms, along with basic visual-acuity testing area also instructed and demonstrated to ensure proficiency in the medical office setting.

## APPLICATIONS

- **Microsoft Office** (Introductory & Advanced)  
- Word, Excel, Access and PowerPoint
- **SAGE 50 Accounting** - computerized accounting
- **Accuro** - computerized billing procedures
- **Keyboarding** - 40-55 WPM
- **Medical Transcription**
- **Paperless Office Applications**



## HUMAN RELATIONS

- A class focusing on the importance of work ethics
- Students will have a better understanding of themselves and others
- Proper communications are studied, as well as the dynamics needed when working with co-workers and employers to be successful
- Motivating others and learning positive skills
- Becoming an effective leader/team building skills

...begin a meaningful Career  
Today!

**MCKAY**  
CAREER TRAINING

CALL 306.955.1616

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