

# MEDICAL ADMINISTRATIVE ASSISTANT

MAA

## CONTACT

- **Phone Number :**  
306-955-1616
- **Location :**  
133 3rd Ave N  
Saskatoon, SK S7K2H4
- **Email Address :**  
admissions@mckaysk.ca
- **Website :**  
www.mckaysk.ca

**Program Length**  
10 Months  
Monday - Thursday

**Starts**  
September & February

**Requirements**  
Applicants should have  
Grade 12 or equivalent,  
with an acceptable  
understanding of the  
English language, both  
spoken and written, and  
basic computer skills as  
required.

**Financing**  
Canada and Saskatchewan  
Student Loans are available  
to those that qualify.

McKay Career Training's Medical Administrative Assistant Diploma Program was developed in consultation with the Saskatoon Health Region to prepare you with the vital administrative and software knowledge needed to pursue a profession in health care. You'll get hands-on training in medical administration, computer applications (including Microsoft Office), bookkeeping, accounting, medical billing and medical terminology that will help you transition into a career with confidence and competence.

Graduates of our Medical Administrative Assistant Program have found fulfilling careers in medical offices, emergency clinics, public health facilities and more, including Saskatoon Health Region, Saskatchewan Cancer Agency, City Centre Family Physicians and all hospitals.

The in-depth administrative training is not only used in public health facilities but in any business office!

## Medical Program Components

Medical Anatomy and Physiology/Terminology  
Red Cross Standard First Aid  
Emergency Cardiac Care Program  
Basic Life Support Level C with Defibrillator  
Patient Psychology / Medical Ethics & Law

## Administrative Components

Office Procedures / Bookkeeping  
Management Fundamentals

## Applications

Microsoft Office / SAGE 50 / Accuro  
Keyboarding / Medical Transcription

## Communications

Grammar / Proofreading / Editing  
Human Relations