

# MEDICAL OFFICE ASSISTANT

MOA

## 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**  
6.5 Months  
Monday - Thursday

**Starts**  
September, November  
March, & May

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

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

Our comprehensive Medical Office Assistant Diploma Program is the only program in Saskatchewan that combines equal parts administrative and clinical training to fully prepare you to play a vital role in the health care industry. We continually update our curriculum so you learn the relevant, marketable skills that today's employers are looking for. This includes medical billing, office procedures, transcription and much more.

Graduates of our Medical Office Assistant Program have found fulfilling careers in medical offices, emergency clinics, public health facilities and more, including Saskatchewan Health Authority, Saskatchewan Cancer Agency 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 / Medical Law & Ethics

## Administrative Components

Office Procedures / Management Fundamentals  
Basic Financial Management / Medical Billing & much more!

## Applications

Microsoft Office / Keyboarding / Medical Transcription  
Accuro EMR Basics for Paperless Office

## Communications

Human Relations / Grammar / Spelling  
Written Communications / Job Search  
Patient Psychology

## Clinical

Vital Signs / Basic Blood Testing  
CPR / ECG / Urinalysis  
Pregnancy Testing & much more!