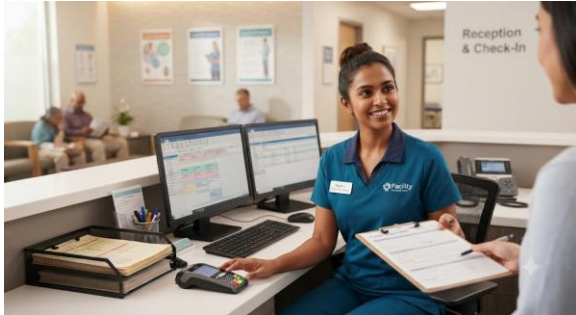




PRIME
INTERNATIONAL COLLEGE
Of Health Care And Technology



Program Details

The **Medical Office Assistant (MOA) Diploma Program** at **Prime International College of Health Care and Technology (PICHT)** provides students with the knowledge, technical skills, and hands-on training required to succeed in today's fast-paced healthcare administration environment.

Our curriculum focuses on medical office procedures, communication, healthcare documentation, medical terminology, billing systems, and patient-centered service used in Canadian healthcare settings. Through a combination of theory, practical training, and simulated medical office experience, students develop the confidence and professionalism needed to support healthcare teams efficiently and compassionately.

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent
- Minimum 18 years of age
- Mature student with SLE (min 18 score)
- Proficiency in English
- Basic computer literacy recommended

**Meeting minimum requirements does not guarantee admission. Seats are limited and subject to program availability.*

Employment Profile

Graduates of the **Medical Office Assistant** diploma program are prepared to play a vital role in the day-to-day operations of healthcare facilities by providing both administrative and patient-focused support. Through a combination of practical training and industry-relevant knowledge, students develop the skills needed to manage medical office procedures efficiently while delivering exceptional customer service.

Medical Office Assistant graduates are trained in patient scheduling and registration, electronic

MEDICAL OFFICE ASSISTANT Program Outline

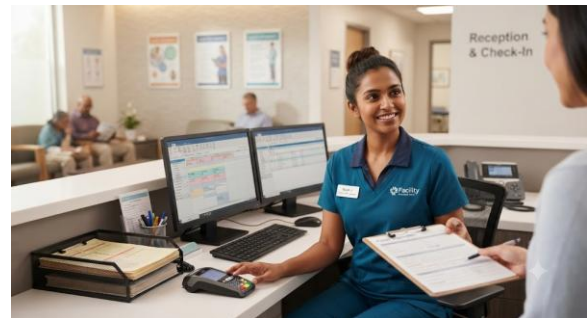
medical records management, medical billing and insurance processing, healthcare documentation, appointment coordination, and professional communication.

In addition to technical competencies, graduates develop strong interpersonal, organizational, problem-solving, and computer skills that enable them to work effectively with patients, physicians, nurses, and other healthcare professionals.

Career Opportunities

The **Medical Office Assistant Diploma Program** prepares students for diverse and rewarding healthcare administrative roles, such as:

- Medical Office Assistant
- Medical Receptionist
- Medical Administrative Assistant
- Medical Secretary
- Medical Office Administrator
- Health Unit Coordinator
- Clinic Assistant



Annual Salary Range	\$42,000- \$62,000
Hourly Rate	\$20-\$30 per hour

**Based on Ontario labor market and JobBank.gc.ca data for Medical Administrative Assistants (NOC 13112).*

Program Delivery

The **Medical Office Assistant** diploma program at **Prime International College of Health Care and Technology** is delivered in an online mode, combining classroom instruction, and hands-on software applications.

The curriculum is designed to align with current healthcare industry standards and employer expectations. The program is regularly reviewed and updated to ensure continued relevance, quality, and alignment with modern medical office practices.



MEDICAL OFFICE ASSISTANT Program Outline

Program Summary

This section provides a summary of total instructional hours, delivery format, and percentage weight for each component.

It offers a clear overview of the Medical Office Assistant Diploma Program structure for reference by the Ministry and accrediting bodies.

Type of Learning	Total hours	Delivery Format	% Weight
Theory	440.00	Online Sync	59.46%
Practical	300.00	Online Sync	40.54%
Total	740.00		100%

Program Duration

Total Program Hours	Program Length
740 hours	24 weeks

List of Subjects & Time Allocation

#	Subject	Instruction Hours	Delivery Format
1	Introduction to Computers, Applications, and Keyboarding	120.00	Online
2	Accounting Applications	100.00	Online
3	Introduction to Medical Office Assisting	40.00	Online
4	Medical Terminology, Body Systems and Disease	120.00	Online
5	Interpersonal Skills, Communication, Problem Solving and Client Services	80.00	Online
6	Administrative Skills and Procedures	140.00	Online
7	Clinical Skills and Procedures	100.00	Online
8	Medical Emergencies	20.00	Online
9	Job Search and Career Development	20.00	Online

Important Notes

1. The order of courses may vary based on scheduling.
2. Required textbooks, learning materials and certifications are included in the fees.
3. The college may update or revise course content, delivery sequence, or instructional materials to maintain compliance with Ministry standards
4. Continuous improvement initiatives ensure program quality through new technologies, and up-to-date healthcare practices.

Prime International College of Health Care and Technology

Ph: 647 499 1009 |

Email: info@primeinternational.ca

Website: www.primeinternational.ca