



**PETERS
SCHOOL**
Business

Medical Administration

2-Year Diploma

Eligible for
**FINANCIAL AID
& AWARDS**

Combine advanced administrative training with a systematic understanding of Canadian health care and the technical knowledge that is fundamental to all medical workplaces.

PROGRAM LEARNING OUTCOMES

- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.
- Apply administrative skills and medical knowledge to assist medical professionals in various medical settings.
- Execute medical office procedures, including scheduling appointments, medical record-keeping, and maintaining patient confidentiality and privacy.
- Use effective communication skills to interact with patients/clients and other stakeholders to ensure efficient and accurate healthcare service delivery.
- Complete work within Canadian health care laws, regulations and policies, including those related to patient rights, privacy, confidentiality, and medical ethics.
- Utilize transcription software and other technology tools to accurately transcribe and maintain medical records and documentation.
- Apply critical thinking and problem-solving skills to address challenges and provide solutions in a fast-paced medical environment.
- Collaborate effectively with team members and healthcare providers to ensure the smooth and efficient operation of medical offices and clinics.
- Maintain professional development and stay up to date with changes in the medical field, including new technologies and regulations.

For a full list of program learning outcomes, visit assiniboine.net/medical.

You might be a good fit for this program if you would enjoy:

- Being detail-oriented and organized.
- Health care and helping others.
- Using organizational and multitasking skills to manage a variety of administrative tasks.
- Working in a fast-paced and dynamic environment.



Campus/Delivery Options
Victoria Avenue East campus



Available Intakes
September



Work Integrated Learning
8 weeks

EXPECTATIONS

Program and Industry

- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.
- Work a variety of shifts, including nights, evenings and weekends.
- Communicate effectively with team members and clients.
- Pass a criminal record and vulnerable person checks.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain confidentiality and adhere to privacy policies and regulations.
- Demonstrate flexibility and adaptability to changes in the work environment.

CAREER OPPORTUNITIES

- Hospitals
- Private practice
- Veterinary clinics
- Laboratories

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent

NEXT STEPS

Confidence in the career path you choose to embark on is key and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice so you have the opportunity to:

- Participate in classroom activities
- Experience college life
- Explore all of our helpful services for students
- Meet current college students and instructors
- Enjoy a free lunch on us!

ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

assiniboine.net/experienceassiniboine



Ready to start?
APPLY NOW!