

# MEDICAL ADMINISTRATION

**16-Month** Certificate

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

- ▶ Apply administrative skills and medical knowledge to efficiently execute medical office procedures.
- ▶ Complete work within Canadian healthcare laws, regulations and policies, including those related to patient rights, privacy, confidentiality, and medical ethics.
- ▶ Demonstrate professionalism and effective communications under pressure, delivering compassionate, patient-centered care and ensuring efficient, collaborative service in a fast-paced healthcare environment.
- ▶ Apply critical thinking, problem solving, and time management skills to efficiently address challenges and manage tasks in a fast-paced, high pressure office environment.
- ▶ Demonstrate accuracy and attention to detail in administrative tasks.
- ▶ Manage financial records, process transactions, and support business operations in an office setting.
- ▶ Present information clearly and concisely in a variety of formats.
- ▶ Utilize Microsoft Office, accounting software, and other industry standard software programs for a variety of administrative tasks.

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

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



**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
- ▶ 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 clinics
- ▶ Vet clinics
- ▶ Wellness clinics

## 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 and you will 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!

[assiniboine.net/spendaday](http://assiniboine.net/spendaday)

### 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/infosessions](http://assiniboine.net/infosessions)



Ready to Start?  
**APPLY NOW!**



[assiniboine.net/medical](http://assiniboine.net/medical)