

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.
- ▶ Demonstrate accuracy and attention to detail in administrative tasks.
- ▶ Apply critical thinking, problem solving, and time management skills to efficiently address challenges and manage tasks in a fast-paced, high pressure office environment.
- ▶ 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.
- ▶ Health care and helping others.
- ▶ Working in a fast-paced and dynamic environment.
- ▶ Using organizational and multitasking skills to manage a variety of administrative tasks.



Campus/Delivery Options
Victoria Avenue East campus



Available Intakes
September



Industry Work Experience
8 weeks

EXPECTATIONS

Program and Industry

- ▶ Be reliable, punctual, and regularly attend work.
- ▶ 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.

CAREER OPPORTUNITIES

Graduates find employment in a wide variety of health care settings including hospitals, private practice, medical clinics, veterinary clinics, massage therapy clinics, and physiotherapy clinics.

ADMISSION REQUIREMENTS

- ▶ A complete Manitoba Grade 12 or equivalent
 - English 40G/40S or equivalent
 - 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

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



Ready to Start?
APPLY NOW!