

Medical administrative assistants perform a variety of administrative duties in doctor's offices, hospitals, wellness clinics and other medical settings. The medical office is a diverse environment that requires essential skills in the daily office administration including scheduling appointments, patient reception and processing, record management, accounting, healthcare billing, reports and requisitioning, medical transcription and medical office terminology as well as key interpersonal communication skills when working with patients and team members.

The eSSential Medical Office Administration Toolkit includes:

- Full curriculum in alignment to the Ministry program application and supporting detailed appendices for regulatory compliance
 - ✚ 1000 hours of theory and practical activities
 - ✚ 160 hours of practicum
 - ✚ Access to instructor resources, test bank and assignments via the purchase of referenced textbooks in the curriculum
- Customization of specific appendices including appendix A (market research and job ads within a designated area); appendix B (maintenance documentation specific to your college); appendix D (inventory at your college); appendix M (comparative schools).
- RICC system entries and PDF of application and Appendix H files
- Packaging of all documentation for the Ministry and college files

This program is designed for Private Career Colleges who:

- Want a fully comprehensive new or updated curriculum in **Medical Office Administration**
- Desire a program that will appeal to and attract international students as an International Student Program designated college

Available May 1, 2016

Toolkit Connect with Dr. Jerry Bishop at 905-906-3706

Pricing Ask about your \$500 Discount as a Career College Ontario Member



The eSSential Medical Office Administration Toolkit

About Dr. Jerry Bishop

Dr. Jerry Bishop has been providing regulatory compliance and strategic partnership services to Private Career Colleges in Ontario since 2004.

Always focused on enabling the goals of her clients Jerry breaks down the sometimes overwhelming and often complex regulatory compliance areas to navigate Ministry compliance.

Proud Affiliate Career Colleges Ontario