

Medical Administration Diploma Program

Length of course: 9 months



A steady growth in health services and an increasing number of retirements means a consistent need for new Medical Administrators in Ontario.

As a graduate of this program, you'll be prepared to work effectively in the medical workplace as a highly-skilled allied health professional and an invaluable member of the medical community, knowledgeable in medical terminology, medical office procedures and pharmaceutical terms.

"I couldn't have achieved this success without my experience at Westervelt. You gave me the educational background I needed to succeed in the medical field."

– Lindsay B.

What you'll learn:

- Medical Anatomy & Terminology I
- Medical Anatomy & Terminology II
- Medical Integrated Office Procedures I
- Medical Integrated Office Procedures II
- Medical Insurance Billing
- Medical Machine Transcription
- Records Management
- Integrated Office Systems
- Business Language Fundamentals
- Applied Business Communication I
- Business Mathematics I
- Presentations with PowerPoint
- Spreadsheets for Business
- Computer Database - Access
- Business Documentation I
- Business Documentation II
- Business Documentation - words per minute
- Electronic Communication
- Career Strategies

Career Opportunities in Medical Administration

PLACES: HOSPITAL • MEDICAL OR RESEARCH LAB • MEDICAL CENTRE • UNIVERSITY • GOVERNMENT TREATMENT CENTRE • RED CROSS • INSURANCE COMPANY HANDLING HEALTH CLAIMS • MANUFACTURING COMPANY HANDLING EMPLOYEE HEALTH BENEFITS • OHIP OFFICE • PHARMACEUTICAL FIRM • MEDICAL/PHARMACEUTICAL SUPPLIER • PHYSICAL THERAPY CLINIC • REHABILITATION CLINIC • CHIROPRACTOR OFFICE • VETERINARIAN/ANIMAL CLINIC • NURSING HOME • MEDICAL ASSOCIATION • MEDICAL LIBRARY • HOMECARE SERVICE • PHARMACY ASSISTANT • PUBLIC HEALTH DEPARTMENT