

MEDICAL ADMINISTRATIVE ASSISTANT

Course Length

10 months

Program Start

September

College Week

Monday to Thursday
No classes on Friday
unless scheduled

Entrance

Requirements

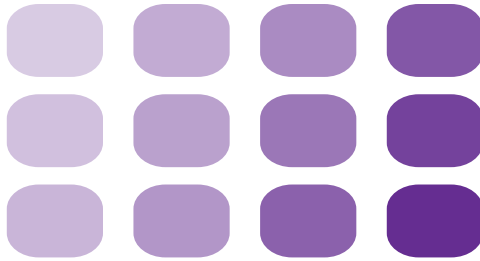
Applicants admitted to the course will have Grade 12 or equivalency with an acceptable level of competence in the use of the English language and basic computer skills (mature admissions upon review).

How to Apply

Contact Admissions for an appointment.

Tuition and Financial Aid

Canada and Saskatchewan Student Loans are available to qualified students.



Are you a team player, like helping people, and want a career that has a leading edge for job opportunity? The Medical Administrative Assistant is the career for you!

McKay Career Training proudly presents this diploma program developed to train you in all the skills required to apply for numerous, diversified jobs in the Health Care Profession! This course is designed to offer repetition of major concepts which will allow students to transfer their knowledge competently and effectively into a "real job position".

Graduates will qualify for employment in public health facilities; hospitals, community and regional clinics, emergency and cancer clinics, doctor's and x-ray imaging offices, voluntary health services, health related insurance companies, chiropractic and naturopath offices and much more! The in-depth administrative training is not only used in public health facilities but in any business office!

Training People Successfully Since 1982!

CALL 306-955-1616

133 3rd Avenue North
Saskatoon, SK S7K 2H4
admissions@mckaysk.ca
www.mckaysk.ca



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PROGRAM COMPONENTS

MEDICAL

Anatomy and Physiology/Terminology

- Students will learn twelve units of anatomical systems and with each system is taught anatomy, physiology and pathological conditions and abbreviations associated with each unit.
- Medical terminology is introduced to students by learning common prefixes, suffixes and root works of medical terms.
- Advanced terminology will challenge the students with speciality-specific terms.
- Advanced medical terminology.

Red Cross Standard First Aid

Emergency Cardiac Care Program, Basic Life Support Level C with Debrillator.

Patient Psychology

- Basic psychology theories and methods relevant to patient care are introduced to the students.
- Students gain an understanding of human needs, types of personalities and how to communicate with people of different health levels.

Medical Ethics & Law

- Introduces students to the difference between ethics and laws as it relates to the responsibilities and ethics of medical administrative assistants.

ADMINISTRATIVE

Office Procedures

- An extensive class that deals with the specific skills that prepare the Medical Administrative Assistant to be highly successful in their field.
- A simulation lab is used to give students a chance to put their knowledge to practical use. The management course expands these basics.
- Along with these elements, health care specific "Job Search" will be presented.

Management Fundamentals

- Students will learn conflict resolution, time and stress management, leadership, communications and ethics that are presented in a logical, practical manner.

Bookkeeping

- The language and concepts of bookkeeping are taught first. Students are then instructed how to put the information to practical use by using a computerized accounting program.

APPLICATIONS

- Microsoft Office - introductory and advanced. The advanced class builds upon the basic skills and expands the student's knowledge of Word, Excel, Access and Power Point.
- SAGE 50 Accounting - An asset to the bookkeeping class offering the fundamentals of computerized accounting in a practical hands-on and scheduling.
- Computerized billing procedures using Accuro.
- Keyboarding - Students will type every day throughout the entire course with the objective of reaching a minimum of 55 words per minute.
- Medical Transcription - introductory and advanced - students must transcribe a mixture of reports from a variety of doctors with different accents, increasing the difficulty level.
- Paperless Office Applications - introduces students to paperless office concepts.

BUSINESS COMMUNICATIONS

Grammar

- The main topics covered are vocabulary, spelling, eight parts of speech and effective sentence structure.
- Students will apply their grammar skills to learn the basic writing and communication skills necessary to be successful in the health care field.

Proofreading and Editing

- An asset of skills are gained to develop accuracy and excellence in business writing.
- This class reviews the grammar rules enabling students to apply them to realistic situations.
- Communications



Human Relations

- A class focusing on the importance of work ethics
- Students will have a better understanding of themselves and others
- Proper communications are studied, as well as the dynamics needed when working with co-workers and employers to be successful
- Motivating others and learning positive skills
- Becoming an effective leader and team building skills

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Administrative Assistant
program at McKay Career
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meaningful career in
the health care industry.**

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