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Office Administration – Health Services

Ontario College Diploma | 2 years
Hazel McCallion Campus (Mississauga)



Provide vital office support to health-care professionals.

Critical training

The two-year program focuses on technical and professional skills required to work in a variety of Health Service settings. You will learn to use specialized medical software, OHIP billing, electronic calendaring and scheduling, and communication software applications.

Things you'll learn

- Medical office procedures.
- Medical terminology, anatomy and medicine.
- Medical e-billing and scheduling.
- Medical transcription and techniques.
- Specialized medical software applications.

Medical Simulation or Field Placement

When you have successfully completed the first three terms and have met a prescribed GPA, you have the option of choosing either a Medical Simulation course or Field Placement (two days per week). Both options prepare you for entry-level administrative support positions in a medical office or setting. This is an excellent opportunity to gain work experience and evaluate different career paths.

Career Opportunities

As a graduate of Sheridan's Office Administration – Health Services program, you'll be well equipped for an entry-level position in a health-care facility or medical office.

HERE ARE SOME PLACES YOU MIGHT WORK:

Agencies and institutions
Hospitals
Long-term care facilities

Health-care organizations
Doctor offices or clinics

Courses

SOME OF THE COURSES YOU CAN EXPECT TO TAKE IN YOUR PROGRAM

Communication Skills for Health Services
Medical Administrative Procedures
Medical e-Transcription

Health Information Management
Medical e-Billing and Scheduling
Medicine for Office Administrators

Admission Requirements

Program Eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U) with a minimum 60%
- Minimum 65% overall average.

or

Mature student status.

Applicant Selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses). Although not a requirement, Grade 12 mathematics or equivalent and basic computer skills are recommended.

Applicants who do not meet the admission requirements for this program may be advised individually regarding other related programs.

*Course duration for September starts is 2 academic years. Course duration for January starts is 16 months continuous.

English Language Proficiency

All applicants whose first language is not English must meet Sheridan's English proficiency requirements.

Refer to the website for full admission requirements.

How to apply:

5 easy steps

- 1 Find your program
- 2 Check the admission requirements
- 3 Apply online
- 4 Submit your documentation
- 5 Accept your offer

Ready to get started?

apply.sheridancollege.ca



Visit us!

Come say hello and get a feel for your future! We offer:

- Campus Tours (in-person & virtual)
- Open Houses in the Spring and Fall
- Weekly webinars
- Appointments with Career Advisers



experience.sheridancollege.ca