

NEW!

Computerized Medical Billing - OSLER

In today's medical office, the MOA must be familiar with computerized medical billing. This hands-on course explores the "Practice Manager" using OSLER Medical Systems software. Gain confidence with medical billing and records. Learn how to use the software to organize the office, from patient wait lists, scheduling and work place tasks.

Prerequisite: Participants must be familiar with the medical office and have computer knowledge

Teacher: Lee Price

Fee: \$299 15 hours

Tues Sept 23 - Oct 28 6:30 - 9 pm 124-10os-1

Fri Mar 18 - Apr 15 1 - 4 pm 124-11os-1

MOA Program Instructor

Lee Price, Grad. Nurse, BA, M.ED.

Lee has an extensive and diverse background in the MOA field and has taught at other schools such as Camosun College and Vancouver Island College. She strives to share her widespread knowledge and passion for teaching and deliver the best quality medical programs to adult students.

Medical Terminology Instructor

Angela Ndakwe

Angela has an extensive and diverse background in the MOA field and has taught at other schools such as Camosun College and Insignia College. She strives to share her passion for teaching and the medical field by delivering the best quality course to her students.

Start a new career in 5 months

Continue working as you learn the skills to support and run an efficient and professional medical office.

Gain the knowledge and skills needed to work in a medical office, clinic and other medical-related environments.

Learn the skills required to support and run a professional and efficient office.

WestShore Centre for Learning & Training, part of School District 62, has been providing grade 12 completion and career and job-skills training for over twenty years. WestShore Centre for Learning & Training is a school registered with PCTIA. (Private Career Training Institutions Agency)

WestShore Centre for Learning & Training
is now located in downtown Langford at
814 Goldstream Avenue.

Phone: **250-391-9002**
Fax: **250-391-9007**
E-mail: learnforlife@sd62.bc.ca
Website: www.westshorecentre.com



Choose a career as a **Medical Office Assistant**

Fall 2010 Program

Information Session
August 31, 6:00 pm



250-391-9002
www.westshorecentre.com

Continuing Education
School District #62

Prepare for a Career as a Medical Office Assistant

A skilled medical office assistant is an invaluable asset to any medical office, able to work smoothly and efficiently with medical professionals and patients while performing a range of office duties. If you enjoy working with people in a dynamic environment, this program will provide you with the skills to get started in this exciting career.

Designed for adult students who already have prior computer and typing skills, this program consists of four core courses which total 80 instructional hours.

- Basic Medical Terminology for MOA's
- Medical Office Assistant Procedures
- Computerized Medical Billing
- Medical Keyboarding

Adult students who do not have sufficient typing or computer skills are expected to achieve these skills prior to the Medical Billing and Keyboarding portion of the program.

Fall 2010 Program

Option A: (Includes Basic Medical Terminology for MOA's)

Mondays & Wednesdays, 6:30 - 9 pm

September 27, 2010 to January 31, 2011

Application deadline: Sept 17, 2010

Option B: (Already have Medical Terminology)

Mondays & Wednesdays, 6:30 - 9 pm

Oct 27, 2010 to January 31, 2011

Application deadline: Oct 15, 2010

Spring 2011 Program

Option A: (Includes Basic Medical Terminology for MOA's)

Mondays & Wednesdays, 6:30 - 9 pm

Feb 14 - June 8 (no classes Apr 25 & May 23)

Option B: (Already have Medical Terminology)

Mondays & Wednesdays, 6:30 - 9 pm

Mar 14 - June 8 (no classes Apr 25 & May 23)

Basic Medical Terminology for MOA's

For those who select Option A.

This eight session course introduces you to basic medical terms you may encounter in a medical office or clinic. Develop a basic understanding of body systems, anatomy and medical words and phrases. This course is designed as a prerequisite for Medical Office Assistant Procedures but does not fulfil entry outcomes into VIHA and most college programs.

Adult students who have completed the 60 hour Medical Terminology course within the past 3 years, with 75% or better are not required to take the Basic Medical Terminology for MOA's course.

Medical Office Assistant Procedures

Learn what is required to function efficiently in a medical office environment. Learn office procedures, medical records, communications, telephone techniques, the importance of confidentiality and how to assist physicians and patients.

Medical Billing & Keyboarding

Learn computerized medical billing and scheduling using OSLER Medical Systems. A comprehensive medical billing program with varied and up-to-date modules that will assist the MOA in the medical office. Keyboarding speed and accuracy is a portion of this medical program and vital to an MOA.

Medical Terminology

Applicants may choose to take this course in the fall and enrol for the MOA program in the next term. Content covers the fundamentals for a variety of healthcare positions. Expect 6 or more hours of homework per week. This course is recognized by Camosun College for entry into certain healthcare programs and is the required prerequisite for the Medical Transcription Program. Prerequisite: English 12 or equivalent.

Teacher: Angela Ndakwe

Fee: \$395

60 instructional hours

Text: The Language of Medicine 9th Ed. - \$95

(Cost of text may change)

- Tue & Fri Sept 21 - Dec 10 6:30 - 9:00 pm
- Tue & Thur Feb 1 - April 21 6:30 - 9:00 pm

Program Prerequisites

- English 12 or equivalent
Prerequisites required prior to Medical Billing
- Typing speed of 30 wpm
(documentation or assessment)
- Good computer and word processing skills
(documentation or assessment)

Program Fees:

Option A: \$949 plus a \$50 nonrefundable registration fee at registration.

Option B: \$700 plus a \$50 nonrefundable registration fee at registration. For those who have previously completed the Medical Terminology (documentation required).

Texts: Medical Terminology - A Short Course - \$45

Procedures for the Medical Admin Assistant - \$95

(Cost of texts may change)

How to Apply

Contact WestShore Centre for Learning & Training at 391-9002 and ask for an application form, or visit our website at www.westshorecentre.com

Complete the application form and include all relevant documentation with the \$50 non-refundable registration fee.