

<p>The Medical Administrative Assistant (MAA) program is a 540-hour online certificate specialty program designed for students who wish to attain the skills required to work in a medical office as a medical administrative assistant. Graduates of the MAA Certificate may work as assistants in hospital departments including admitting, diagnostic imaging, and various outpatient clinics including general practitioner and specialist offices, medical clinics, allied health professionals such as physiotherapy, chiropractic, massage therapy, naturopathy, long-term care facilities, and insurance companies.</p> <p>Online students may take up to 3 years to complete the certificate.</p>				
Schedule:	<p>The MAA programs runs online from September 5, 2023 – June 9, 2024. There are specific start and end dates for each course within the program that can be viewed in the “Required Courses” section. Completion of the certificate requires a 3-week practicum to be done at the end of the coursework (before June 30, 2024).</p>			
Cost:	<p>MAA program cost: \$3,405.94* Texts: \$727.56* You may be able to find used textbooks, otherwise required texts are available for purchase online from the bookstore.</p> <p>*Costs are estimated and subject to change</p>			
Employment Opportunities:	<ul style="list-style-type: none"> • Hospital departments including admitting, diagnostic imaging, and various outpatient clinics • General Practitioner and specialist offices • Medical clinics • Allied health professionals such as physiotherapy, chiropractic, massage therapy, and naturopathy clinics • Long-term care facilities • Insurance companies 			
Post-Graduation Expectations:	<p>Over 90 percent of recent graduates are working in business offices throughout the Okanagan and in their home communities.</p> <p>Completing the required practicum allows you to gain experience and forge relationships with potential future employers.</p> <p>There is a high demand for Medical Administrative Assistants in the job market.</p>			
Admission Requirements:	<ul style="list-style-type: none"> • B.C. Secondary school graduation, or equivalent, or 19 years of age and out of secondary school for at least one year as of the first day of classes. • English 11 (or alternative) with a minimum grade of 50%; or 70% or greater on an Okanagan College Office Administration English assessment. 			
<p><i>A keyboarding speed of at least 25 words per minute is recommended.</i></p>				
Required Courses:				
Course Name and Number		Weeks	Start Date	End Date
MAA 100 – Fundamental Medical Office Skills		12	5/Sept/23	28/Nov/23
MAA 110 – Medical Terminology I		6	5/Sept/23	16/Oct/23
MAA 111 – Medical Terminology II – Anatomy & Physiology		15	16/Oct/23	5/Feb/24

MAA 112 – Medical Terminology III – Pharmacology & Specialties	6	5/Feb/24	17/Mar/24
MAA 120 – Medical Administrative Procedures	12	27/Nov/23	25/Feb/24
MAA 126 – Medical Transcription	12	18/Mar/24	9/June/24
MAA 130 – Medical Billing – Manual	6	2/Jan/24	13/Feb/24
MAA 131 – Medical Billing - Computerized	6	5/Feb/24	17/Mar/24
MAA 140 – Clinical Procedures & Practice	12	18/Mar/24	9/June/24
MAA 150 – Medical Office Practicum ***	3	Complete by June 30, 2024	
Transfer credits may be accepted from or by other institutions or departments. Please contact the department chair (see “Further Information” below) for full details or visit the BC Transfer Guide .			
*** Students are responsible for obtaining their own practicum placements. This is the final course in the MAA program; therefore, students do not return to classes once the practicum is complete.			
Further Information	MAA Website: Medical Administrative Assistant Certificate Okanagan College		
	Office Administration Department Chair: Brenda Ridgeley-Ketchell, MA, BBA Email Inquiries: oadm@okanagan.bc.ca Phone: 250-762-5445 ext. 4391 If you have been enrolled as a student, you should have access to the <i>OADM Program Hub</i> on Moodle. This hub contains many useful links and has step-by-step course registration instructions for distance education delivery. If you don't have access, please contact oadm@okanagan.bc.ca .		