

## Office Administration – Health Services

Ontario College Diploma | 2 years  
Virtual (Online)



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**Provide vital office support to health-care professionals.**

### Critical training

This two-year program focuses on the technical and professional skills required to work in a variety of health service settings. In addition to building foundations in medical terminology and administrative procedures, you'll learn to use specialized medical software, manage patient information, schedule and bill for services and communicate effectively in healthcare environments.

### 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 semesters 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 healthcare 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:

- Healthcare agencies and institutions
- Healthcare organizations
- Hospitals
- Doctor offices or clinics
- Long-term care facilities
- Allied health professional settings

# Courses

## Some of the courses you can expect to take in your program

- Communication Skills for Health Services
- Health Information Management
- Medical Administrative Procedures
- Medical e-Billing and Scheduling
- Medical e-Transcription
- Medicine for Office Administrators

# Fees

Fees displayed are for the first 2 academic semesters and include tuition, health insurance and ancillary charges. These are estimates only; subject to change. See website for details.

## For Canadian students

- \$4,436.50 CAD

## For international students

- \$18,947.50 CAD

# Admission requirements

## Program eligibility

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

- One English, Grade 12 (ENG4C or ENG4U)

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?

[sheridancollege.ca/apply](https://sheridancollege.ca/apply)



## International students

### Find out more about...

- Post-graduation work permit (PGWP) eligibility
- Admission requirements
- English language proficiency requirements
- Fees and financial aid
- Provincial Attestation Letters (PALs)

[sheridancollege.ca/international](https://sheridancollege.ca/international)