

## 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

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
- Health-care organizations
- Hospitals
- Doctor offices or clinics
- Long-term care facilities

# 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

- \$4,386.50 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)