

# Medical Office Assistant

<p><b>Overview</b></p>	<p>Interview patients to obtain and process information required to provide hospital and medical services.</p> <p>Greet patients, schedule appointments, using manual or computerized systems, receive and record payment for services, and direct patients to appropriate areas. Use health software and other computer applications to book appointments or prepare reports, invoices, financial statements, letters, case histories, and medical records.</p> <p>Transcribe handwritten notes, electronic dictation, or oral instructions and complete insurance and billing claim forms. Process payments, bank documents, and accounts receivable. Medical office assistants direct patients to appropriate physician or service, answer and forward telephone calls, take messages, schedule appointments and perform other clerical duties. They are employed by hospitals, medical and dental offices and other offices.</p> <p>Learn more from <a href="#">ALIS</a>, <a href="#">Job bank Canada</a></p>								
<p><b>Alias Names</b></p>	<p>Admitting clerk; Administrative Support Personnel ; Appointment clerk; Booking clerk - hospital; Booking clerk - medical office; Dental office receptionist; Dental receptionist; Doctor's office receptionist; Emergency admitting clerk; Hospital admissions clerk; Hospital admitting clerk; Hospital receptionist; Medical administrative assistant; Medical clinic receptionist; Medical Office Administrator; Medical office assistant; Medical office secretary-receptionist; Medical receptionist; Medical Secretary;</p>								
<p><b>NOC Code</b></p>	<p>Receptionists (1414)</p>								
<p><b>Qualifications Required</b></p>	<p>Completion of secondary school is usually required. On-the-job training may be provided. Medical office certification is an asset</p>								
<p><b>Salary Range</b></p>	<table border="1"> <thead> <tr> <th>Average hourly</th> <th>Range hourly</th> <th>Average yearly</th> <th>Range yearly</th> </tr> </thead> <tbody> <tr> <td>\$20.51</td> <td>\$14.50 - \$25.24</td> <td>\$39,994</td> <td>\$28,275 - \$49,218</td> </tr> </tbody> </table>	Average hourly	Range hourly	Average yearly	Range yearly	\$20.51	\$14.50 - \$25.24	\$39,994	\$28,275 - \$49,218
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<p><b>Job Demand</b></p>	<p>High</p>								

	Employment outlook is mostly fair across provinces. More information is available <a href="#">here</a> .
<b>Growth Opportunity</b>	Without further education, advancement opportunities are limited.
<b>Years' Experience Required</b>	0-1 year
<b>Training Options (if available)</b>	Programs available across Canada. Some examples: <a href="#">SAIT</a> , <a href="#">Alberta Business and Educational Services (ABES)</a> , <a href="#">Vancouver Community College</a> , <a href="#">Ontario Colleges</a> etc.
<b>Personal Qualities</b>	Discretion, diligence, conflict resolution skills, Comfortable in multitasking and work under pressure, Communication skills; ability to work independently and in team; flexibility; interpersonal skills; Computer literacy; highly skilled in typing
<b>Notes/Other Information</b>	Medical office assistants work in health-care settings. They may work standard office hours or be required to work some evenings and weekends. Much of their shift is spent on their feet. Those who work in hospitals and doctors' offices may regularly be exposed to contagious diseases
<b>Steps towards capacity building to become competitive for this job</b>	To become competent for getting a job as a medical office assistant one may need to complete a certificate program from a college preferably that offers practicum. Otherwise, with networking such position by on-the-job training is possible.
<b>References and resources</b>	<ul style="list-style-type: none"> <li>xi. <a href="#">Alberta Learning Information Service</a></li> <li>xii. <a href="#">Job Bank Canada</a></li> <li>xiii. <a href="#">National Occupation Classification ESDC</a></li> <li>xiv. <a href="#">Neuvoo</a></li> <li>xv. <a href="#">Indeed</a></li> </ul>