

PILON SCHOOL OF BUSINESS

# Office Administration – Health Services

Sheridan's Office Administration – Health Services program gives you the skills you need to work in a busy health-care office or setting.

94%

**Employer  
Satisfaction\***  
with the knowledge and skills  
that our graduates possess.

**Ontario College Diploma**

**Program Code: POAHS**

Full-time | Hazel McCallion Campus, Davis  
Campus | 2 yrs (4 semesters)



**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.

## Admission Requirements

### Program Eligibility

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

- One English, Grade 12 (ENG4C or ENG4U) with a minimum 60%
- Minimum 65% overall average.

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 will be assessed and advised individually and may be considered for 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.

## 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

Business Communication

Health Information Management

Medical Administrative Procedures

Medical e-Billing and Scheduling

Medical e-Transcription

Medicine for Office Administrators

Note: See website for specific terms and course listings.

## More information



**Website:**  
[sheridancollege.ca](http://sheridancollege.ca)



**Facebook:**  
[facebook.com/sheridaninstitute](https://facebook.com/sheridaninstitute)



**Twitter:**  
[@sheridancollege](https://twitter.com/sheridancollege)



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[tours.sheridancollege.ca](http://tours.sheridancollege.ca)