



Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Medical & Dental Office Administrator Certificate

30 Weeks Program





Program Duration:
30 Weeks / 600 Hours



Delivery Methods:
In-Class/Distance



Campus Location:
Online

Program Description

The Medical & Dental Office Administrator Certificate program is designed to prepare students for an exciting and rewarding career in the front-line roles within the ever-growing health services industry. This unique program provides coursework in health care terminology, medical and dental office administration, medical billing, insurance and bookkeeping procedures, and introductory medical transcription. This strong foundation of medical office procedures, coupled with courses in effective communication strategies and the latest computer applications, ensures that graduates are in demand in a wide variety of health care settings.

Career Opportunities

- General Practitioners or Specialist Offices
- Massage Clinics
- Dental Clinic Medical Office
- Dermatology Clinics
- Physiotherapy Clinics
- Other Various Medical Offices

Estimated Salary

Medical & Dental
Office Administrator
\$47,969

AVERAGE ESTIMATED
EXPERIENCED WAGE PER YEAR

*This estimate is based on available employment data at the time. Actual salary will be based on numerous factors.
Source: workbc.ca



Admission Requirements

- **High School Graduate or equivalent OR Mature student status (19 years or older prior to starting the program)**
- **Meet one of the following English Language Proficiency requirements:**
 - Min Grade 10 English (with at least a 'C')
 - IELTS 5.5, CLB Level 5 or Duolingo 95
- **Additional Requirements:**
 - First Aid + CPR (During Program) (In Person near Area of Residence)





Courses

Medical Terminology Level 1

Medicine, like other professions, has its own language. Students will learn to work with the specialized terminology of medicine, including pronunciation and spelling of terms. Students will learn through descriptions, illustrations, and exercises to identify the major anatomical features and systems of the body.

Medical Terminology Level 2

Students will expand their medical terminology by learning terms pertaining to: blood system, lymphatic system, musculoskeletal system, skin, sense organs like eye and ear, endocrine system, students will also cover topics on cancer medicine, oncology, radiology and nuclear medicine, pharmacology, etc.

Medical Office and Clinical Procedures

Students will learn about the basic skills needed to perform effectively as a health office administrative assistant in today's fast paced work environment. Students will role-play real life examples and scenarios to pinpoint key concepts. Students will learn about culture and multiculturalism in health care. The Canadian Health Act, standards, and safety in health care. Students will learn about the basics of the billing process, the basics of bookkeeping, petty cash, account records, and the daily routines and tasks of an office.

Medical Transcription

Medical transcription is taught based on the completion of Medical Terminology Levels 1 and 2 to reinforce medical terms and procedures. This module familiarizes the students with various medical letters and reports routinely dictated by medical professionals. This module is designed to enhance the student's comprehension skills and editing and proofreading skills, with emphasis on speed and accuracy of their typing.

Medical Billing and Electronic Health Records

Students will create patient databases and complete Medical Office Billing using an 'Accuro Optimized Software Program'. Students will become familiar with all aspects of computer Medical Billing, including MSP billing, WorkSafe BC billing, ICBC billing, personal billing, and medical legal billing. The latter half of this course focuses on Electronic Health Records. Students will get a hands-on approach to using practical exercises that are transferable to working with electronic healthcare record programs.

Dental Science Foundations

This course will provide the students with an overview of the normal development of the oral cavity and the teeth. Students will need this understanding to be able to communicate with their patients and coworkers. The following items will be discussed in this course: medical and dental terminology and language, oral structures and facial anatomy, general anatomy of the tooth, types of occlusion, and the three different numbering systems, etc.

Charting and Record Keeping

This course will provide the students with an interview about patient privacy and an introduction to ethics. Students will adapt the knowledge and skills to be able to maintain patient records. Topics will include patient registration, medical and dental history forms, records retention, and records transfer. Students will also learn the charting symbols and abbreviations used in the clinical patient chart and practice entering in these symbols both manually and electronically.

Dental Insurance

This course provides an in-depth understanding and overview of dental insurance. The course provides students with the knowledge and skills related to the use of the provincial dental fee guide and terminology used with insurance and fees. Topics will include dental benefits and identifying all parties involved with dental benefits. This course will teach students how to perform all duties associated with preparing dental claim forms, both electronically and manually. This course provides students with the understanding of the following, dental benefits, benefit limitations, exclusions, coordination of benefits, assignment of benefits, co-payments, and explanation of benefits.

Student Support Award

\$2,000

Note:

Effective October 2026, the Student Support Award is applied toward program tuition fees. Following each disbursement, the applicable portion of the Award will be provided to the student within 6–8 weeks, provided the student meets the required attendance and academic performance conditions.

To remain eligible, students must successfully complete all required courses and the practicum, graduate from the program, and have no outstanding tuition balance.

Students who withdraw, are terminated, or fail the program will not be eligible for the Award and must repay to the College any Award amount that is required to be returned. If not repaid, the amount may be sent to collections, where applicable.

Full Name _____ Date _____

Signature _____



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