

Medical Office Assistant & Unit Clerk Certificate

Launch a healthcare administration career — medical terminology, EHR/SimChart, billing & coding, and a real-world practicum.

Certificate

12 Courses

516 hours

Online + Practicum

PROGRAM OVERVIEW

The Medical Office Assistant & Unit Clerk Certificate prepares you for in-demand administrative roles in clinics, hospitals and healthcare offices across Canada.

You will learn medical terminology, the Canadian healthcare system, privacy regulations (PIPEDA), electronic health records with SimChart, and medical billing & coding (ICD-10-CA / CCI) — then apply it all in a 100-hour supervised practicum.

WHAT YOU WILL LEARN

- Understand the Canadian healthcare system and professional roles
- Master medical terminology and documentation
- Apply privacy law (PIPEDA) and medical office procedures
- Manage electronic health records with SimChart (EHR)
- Perform medical billing & coding (ICD-10-CA / CCI)
- Communicate effectively in healthcare settings
- Understand human anatomy & physiology
- Apply your skills in a real-world healthcare practicum

CURRICULUM

HLTH 1101	Introduction to the Canadian Healthcare System	40 h
HLTH 1102	Role Concepts in Healthcare Administration	44 h
HLTH 1301	Medical Terminology for Healthcare Professionals	30 h
HLTH 1701	Medical Office Procedures and Privacy Regulations	32 h
COMP 1502	Computer Applications and SimChart EHR Management	40 h
CLRK 1101	Fundamentals of Unit Clerk Operations	42 h
HLTH 1201	Medical Billing and Coding (ICD-10-CA / CCI)	32 h
COMM 1007	Effective Communication in Healthcare Settings	46 h
HLTH 1601	Human Anatomy and Physiology	40 h
HLTH 1401	Medical Law and Ethics	40 h
HLTH 1501	Medical Transcription	30 h
PRAC 1101	Practicum	100 h

CAREER PATHS

- Medical Office Assistant
- Unit Clerk / Ward Clerk
- Medical Receptionist
- Medical Administrative Assistant
- Health Records Clerk
- Medical Billing Clerk

Program syllabus — **Ucademy**, a Canadian online career college in Alberta. Programs pending approval in Alberta; details subject to confirmation upon licensing. Request information at ucademy.ca. © 2026 Ucademy.