

NOTE OF COURSE

NAME AND ADDRESS



Medical Office Assistants' Association of B.C.,
McGraw-Hill Toronto 1984 (416 75-1099)

Medical Office Assistants' Association of B.C.,
Medical Office Assistants' Handbook - 1984-1985

1984-1985

1988

1 manual, Douglas College Publication (approx. \$2

Course Objectives:

Complete Form with Entries Under the Following Headings:

Course Content: 0. Method of Instruction:

0. COURSE OBJECTIVES:

medical setting;

1. describe the employment entry level positions in a me

s of confidentiality of medical

2. demonstrate an understanding of the legal implication

RECORDS AND MEDICAL OFFICE

COURSE CONTENT

1.0 Employment in the Medical Office

1.1 The Medical Office Assistant Position

1.1.1 - job profile in firms of various sizes

1.1.2 - working conditions

1.1.3 - wages

1.1.4 - benefits

1.1.5 - duties

1.1.6 - union

1.1.7 - MOAA

1.2 Employee Responsibilities

1.2.2 - loyalty

1.2.3 - confidentiality

2.0 Medical Ethics and Canadian Law

2.1 - medical ethics

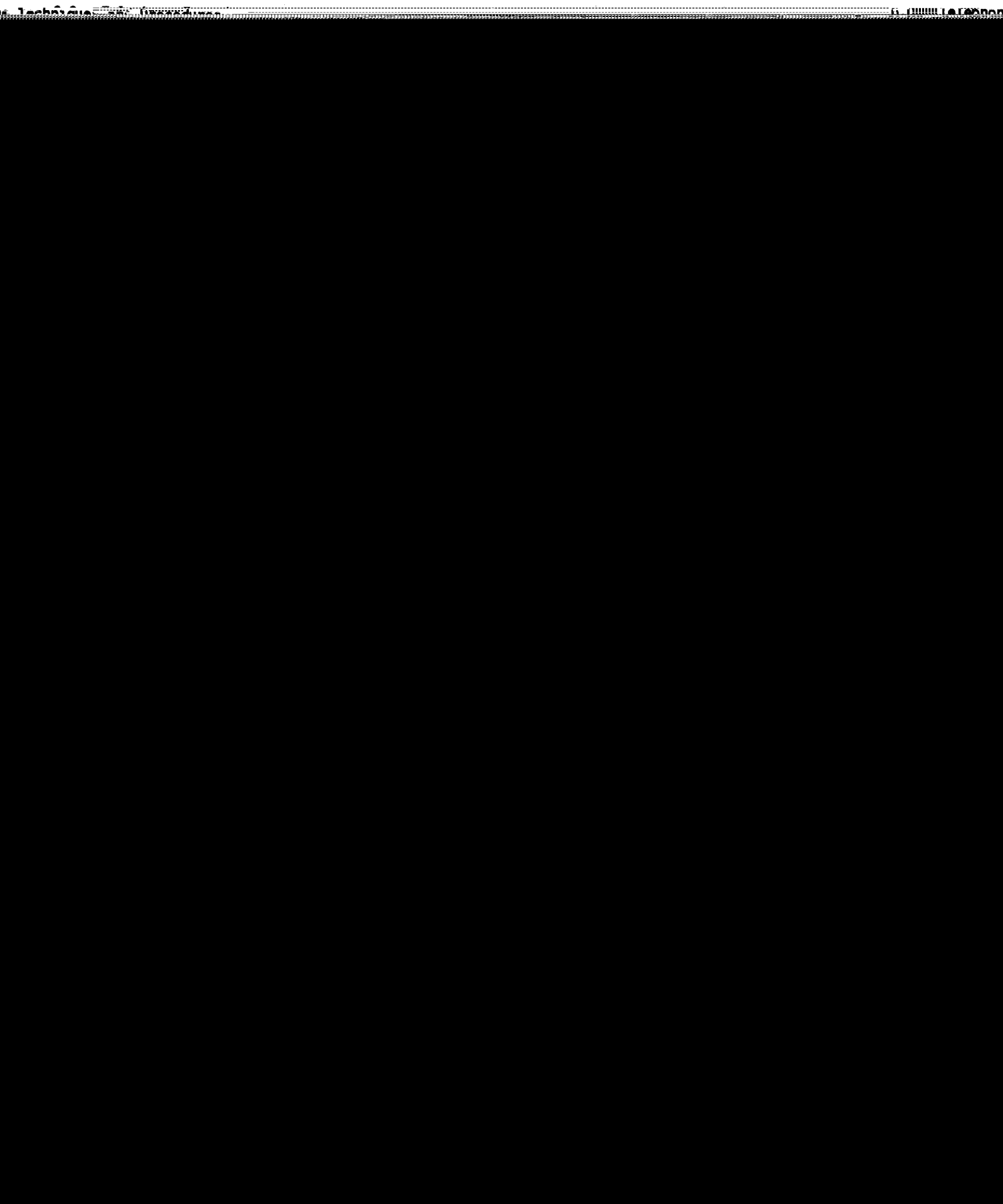
2.2 - procedures for the

2.3 - limits of respon

2.4 - confidentiality

2.5 - statutes

3.0 Reception, Public Relations



13.0 Community Resources

- 13.1 - Government sponsored
- 13.2 - Public Sector
- 13.3 - Specific to elderly, chronic care, youth, and women
- 13.4 - Support services for patients remaining in their homes
- 13.5 - Support for the needy

14.0 Obtain or Employment

14.1 Job Search

- 14.1.1 - Assess skills, strengths, weaknesses
- 14.1.2 - assess career goals

14.2 Resume and Covering Letter

- 14.2.1 - preparing a resume
- 14.2.2 - answering advertisements

14.2.3 - preparing a covering letter fo