

What courses are offered?

Fundamentals of Medical Law
Consent Training in Healthcare
Infection Control in Health Care
Office Etiquette and Professionalism
Medical Office Administration
Medical and Clinical Administration
Medical Reception Training
Medical Secretary Training
Medical Billing and Coding
Medical Terminologies
English Language for Healthcare
Introduction to Common Medical Conditions
Anatomy and Physiology of the Human Body
Introduction to Pharmacology
Safeguarding Children and Vulnerable Adults
Chaperone Training
Modified Early Warning Score Training
Sudden Adult Death Syndrome and Sudden Cardiac Death Prevention
BLS Training
Use of Social Media in Healthcare Training
Bloodborne Pathogens (BBP)
Hepatitis B Awareness
Hepatitis C Awareness
Diabetes Awareness
Fundamentals of Health and Social Care
Interpersonal Skills
WHMIS Training
Posture and Ergonomics

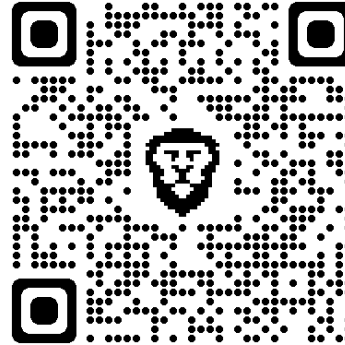
ADDITIONAL MODULES FOR THE COMBINED MOA/PhA

Introduction to Pharmacy Practice
Basics of Biochemistry
Community and Institutional Pharmacy
Pharmacy Assistant
Control and Administration of Medication
Pharmacy Technician Role
Exam preparation for PTCB

ADDITIONAL MODULES FOR THE COMBINED MOA DIPLOMA FOR FAMILY MEDICINE AND RADIOLOGY CLINICS

Medical Imaging and Radiology
Applications of Radiography

For more information on the MOA and the combined MOA/PA diplomas offered at Cranston Ridge Medical Clinic, please scan the QR code below.



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www.cranstonridgemedical.com/moadiploma

CRMC's Medical Office Assistant & Pharmacy Assistant Diplomas



As of Spring 2024, Cranston Ridge Medical Clinic has decided to launch its own Medical Office Assistant/Administrator Diploma program. This has been done in collaboration with Alison Courses as a response to the increased demand for good MOA training that responds to the specific needs of our medical clinic. The training offered by CRMC will equip the student with exactly what is needed to fulfill the duties of a Medical Office Assistant, and it is clinically oriented. This means that you will learn to carry out authorized clinical procedures and assist physicians and nurses, a training which is not included in any MOA college program. The theory will be taught through a pre-determined learning pathway. The courses are all CPD-certified and offered online by Alison Courses.

How much does it cost? Places available

CRMC does not charge tuition fees; however, a \$1,600 administrative fee will be applied on admission to cover the expenses for uniforms, certification exams, background checks, and ID badge printing. Two places are available at each intake.

Entry Requirements

- Canadian citizenship or PR
- Proficiency in computer use (Microsoft Office or similar)
- High school diploma or GED
- English proficiency (IELTS 6.0 or Duolingo 105)
- Pass on the initial interview with a minimum of 75%
- Pass on the admission psychometric test with at least 102 points
- Clear FAMA-enhanced background check
- Immunization record for healthcare workers in Alberta



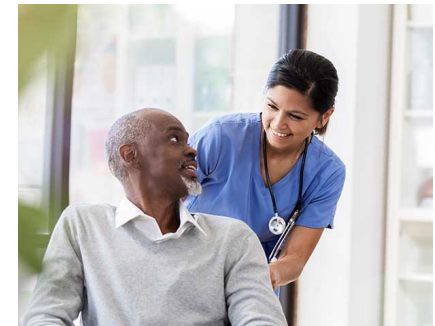
What concentrations?

- There are three routes:
- Medical Office Assistant for Family Medicine
 - Medical Office Assistant and Pharmacy Assistant.
 - Medical Office Assistant for Family Medicine and Radiology Clinics.

Length of program

26 weeks (6 months) full-time – no part-time option available at present
 910 hours of training divided into:
 390 hours theory
 520 hours of practice

About the Program



We do not charge you tuition fees – our training is offered free of charge. You will only have to pay a \$1,600 administration fee if you are admitted. We teach you the actual job without fancy, ideology-driven, or useless courses. Our training is clinically oriented; we teach you clinical skills that you will not learn through any other MOA course. Our practicum is the longest you may find, and it lasts 6 months; theory and practice are taught at the same time, so you know exactly why you need to complete the subjects we offer. A longer practicum guarantees that you are ready to work as an MOA. All our online courses are CPD accredited. The BLS training is accredited by Heart & Stroke. You will learn precisely what is needed to work as a Medical Office Assistant/Administrator (MOA) in Alberta. Finally, our facility is Accredited by Accreditation Canada; therefore, our standards of practice are superior to those of most other clinics.

