

Program Details

Institution Name Cambrooks College

Program Name: Medical Unit Clerk

Certificate Awarded: Diploma in Medical Unit Clerk

Course Delivery Mode: Lectures, tutorials (in-class) and online

Jobs: Medical Unit Clerk, Medical Office Administrator, Administrative Coordinator, Administrative Assistant, Medical Secretary/ Office Secretary.

Course Code	Course Name	Course Description	Hours
MUC 206	Keyboarding/Word Processing Skills	This course utilizes a professional word processing system for business applications and concepts. Students learn to keyboard basic memos, business letters, envelopes, and basic reports. Accuracy and speed are stressed.	2 weeks (20 hrs per week). Keyboarding is continued throughout the program with 2 hours devoted every week to self improvement using an online tool. This accounts for 40 hrs of tutorial, which is spread throughout the program.
MUC 202	Spreadsheets and Outlook	The goal of this course is to introduce learners to intermediate level Excel and Outlook. Students will learn about the fundamentals of an email application, scheduling, calendars, contact lists, creating, forwarding and managing messages. This course relies heavily upon hands-on practical activities.	3 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 101	Medical Terminology	Students will learn to work with the specialized terminology of medicine, including the pronunciation and spelling of terms to describe medical circumstances and objects.	3 weeks (20 hrs per week) Total in-class time =14

			hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 110	Communication and Interpersonal skills	The importance of customer relations to business success is examined in this course. Students learn relevant techniques in human behavior and how they may be applied to improve customer and patient relations in the medical office. Learning basic communication skills, especially related to the medical field, will assist the student in dealing with all kinds of patients. Understanding cultural differences and appreciating diversity and how it can help deal with patients and provide safer healthcare delivery in the medical office.	2 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 130	Basic Pharmacology	Students will be introduced to aspects of the administration and application of pharmaceutical drugs. Both brand name and generic drugs will be introduced.	2 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 201	Office Procedure	Students will learn the necessities required for operating a smooth and efficient office environment. Topics covered include basic filing techniques, telecommunications, time management and organizational skills and the use of general office equipment. Students will also learn the techniques of both manual and computer-based appointment scheduling by learning to assess and prioritize calls. Students will learn about ethics as it relates to operations and information dissemination.	2 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 210	Medical Transcription	Students will become familiar with the various letters and reports routinely dictated by medical professionals by being introduced to the process of medical transcription using actual dictated medical data, in different accents. Emphasis will be on speed and accuracy as well as learn the proper formatting, sentence and paragraph structure, punctuation, spelling, and grammar	3 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted

		used in reports.	to MUC 206
MUC 220	Electronic Health Records (EHR) and Medical Billing	Electronic health records (EHRs) are secure and private records that describe a person's health history and care. In this course, students are introduced to learn the ins and outs of the system as they apply in a medical office. Students are updated with the latest EHR rules, regulations. Students will be thought how to create medical billing data using the AHS Guide to Fees for services and Diagnostic Codes. Students will also learn how to prepare and submit invoices for third party billings.	3 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 230	Clinical Procedure	Students will learn techniques and procedures used to prepare and administer basic procedures and tests utilized in medical offices. Students will receive First Aid and CPR certification via external training and examination.	2 weeks (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs plus 2 hrs devoted to MUC 206
MUC 240	Career and Employment Strategy	Students will be taught resume writing, as well as preparing for job interviews. Current job market trends and the needs of employers in each local market will be explored. Online job search and resources will be explored at the computer lab. Students will do mock interview. Customer service skills will be highlighted.	1 week (20 hrs per week) Total in-class time =14 hrs, tutorial=2 hrs, instructor consultation = 2 hrs
MUC 250	Practicum	This practicum will place students in actual workplaces related to their field of study. Students are encouraged to find their own work experience however; the school might help with placement when possible. This practicum is an unpaid work experience. Students and practicum hosts are provided with a practicum "package" that outlines the expectations of both the student and the host that need to be met to have a successful outcome.	4 weeks (40 hour per week at practicum site)