



Medical Office Assistant and Unit Clerk

Through courses in patient records management, health information law and billing, you can train for a career as a medical office assistant and unit clerk to assist healthcare professionals in medical offices and other health-care facilities.

The Medical Office Assistant and Unit Clerk program is innovative in providing the necessary hands-on and theoretical expertise required by those wishing to combine the skills of a unit clerk and a medical office assistant.

Successful graduates will be proficient in medical office procedures, organization, structure and chart management functions of a patient record, computer software, emerging client care software, basic billing duties, office procedures, and health information law in a client-care setting.

Is this the right fit for me?

Students who experience success in this program and profession:

- have higher secondary or post-secondary grades
- are proficient in English language communications
- are detail-oriented
- enjoy working in a team environment
- possess basic computer literacy

Credentials

After successfully completing this program, graduates will receive a SAIT Medical Office Assistant and Unit Clerk certificate.

Admission requirements

Application dates

- **Fall 2022 start:** applications opened on Oct. 6, 2021.
- **Winter 2023 start:** applications opened on March 30, 2022.

*This program does not accept international students.

Admission requirements

- At least 60% in English Language Arts 30-1 or English Language Arts 30-2 or equivalents.
- All applicants must demonstrate [English language proficiency](#) prior to admission, including students educated in Canada.

SAIT accepts [high school course equivalents](#) for admission. If you don't meet the requirements, consider [Academic Upgrading](#).

SAIT evaluates international documents for admissions. After you've applied, consider our [international document assessment](#) service if your education is from outside of Canada. SAIT may also accept courses completed at certain international post-secondary institutions. Find more information [here](#).

Direct entry: four-step process

Step 1: Read the program information to see the qualities needed for student success.

Step 2: Ensure that you meet all of the admission requirements listed above.

Step 3: [Apply](#) to Medical Office Assistant and Unit Clerk and [submit your transcripts and/or anticipated final grades](#).

- Admission will be extended on a first-qualified, first-offered basis until the program is full.

Step 4: Find out how to monitor your application status [after you apply](#).

Communication during admission

Email is the primary source of communication during the admission process. Ensure your personal email account is managed appropriately to receive our emails, files and communications.

We recommend you add hps.info@sait.ca domain to your safe senders' list or you risk missing critical email messages.

Practicum requirements

The [School of Health and Public Safety](#) has many practica partners located within Alberta and across Canada. Practicum placements in Calgary are limited and students may be required to relocate outside of Calgary for practicum.

Successful candidates will be informed of the allocation of their practicum placement by the program. There is no guarantee that students will be placed at their desired practicum location. Special considerations of personal circumstances will not be given in regards to assigning practicum placements. Students will be responsible for fees associated with practica such as entrance requirements, relocation and travel costs.

In compliance with the practica agreements with our clinical partners, successful candidates will be requested to provide proof of the following requirements:

- Updated immunization records
- Security clearance – Police Information Check including Vulnerable Sector Check
- Health and wellness status

[Learn more](#)

Costs 2022/23

Domestic tuition and fees

Cost per credit: \$350

Year	Number of semesters	Tuition fees	SAIT fees	Saitsa fees*	Total
1	2	\$6,300	\$916	\$553	\$7,769

Domestic cost per course

Course credits	Course cost
1.5	\$525
3.0	\$1,050

*Maximum fee. Actual fees may be less and are based on the number of credits a student takes per semester and whether they opt-out of health and dental benefits.

SAIT fees

- Campus athletic and recreation fee: \$196
- Universal transit pass (Upass): \$320
- Student support fee: \$200
- Student technology fee: \$200

The above fees are based on a course load of nine (9) or more credits per semester. Students taking less than nine (9) credits per semester do not qualify for the UPass. Other fees will be adjusted based on reduced credit load.

Saitsa fees

Student Association fee

- Maximum: \$291

This is the maximum amount the student will pay. Actual fees may be less and are based on the number of credits the students take per semester.

Health and dental fees

- Health plan: \$127
- Dental plan: \$135

Students with existing health and/or dental plans can opt-out. Please refer to [Saitsa's website](#) for information.

Students taking less than nine (9) credits per semester do not qualify for health and dental benefits.

For more information on health and dental benefits for international students, please contact the [International Centre](#).

Books and supplies*

Books and supplies are approximately \$650 per full-time year.

For an estimate of the costs associated with purchasing a computer that meets the program's hardware and software requirements, see our [computers and laptops page](#).

- There is a fee associated with obtaining a Police Information Check including Vulnerable Sector Check, payable to the Police or the Royal Canadian Mounted Police (RCMP).
- Students must have their immunizations reviewed by the SAIT Health Clinic. There is a \$75 charge to review vaccine and medical history. Any vaccines to be administered will result in additional charges.
- There is a fee, approximately \$50-\$100, associated with an Electronic Student Permit Checking submission which is required for clinical practicum placements, payable to Synergy Gateway through the Verified software platform.

Students are responsible for any additional expenses related to their practica (i.e relocation costs if placed outside of Calgary, food, housing, transportation, etc.).

Learn more about [tuition and financial aid](#).

*Tuition, fees, books and supply costs are subject to change.