

Medical Office Assistant Hospital Unit Clerk

Program Overview 2026-27



MEDICINE HAT
COLLEGE



Fall Intake Only

Prerequisites

- Medical Terminology is the prerequisite for 'The Role of the Unit Clerk' and 'Procedures and Ethics of the Medical Office'
- The 'Role of the Unit Clerk' and Connect Care Training are the prerequisites for the Unit Clerk Practicum.

Tuition

- Medical Office Certificate: \$3355 + GST
- Hospital Unit Clerk Certificate: \$3355 + GST
- Complete both Certificates: \$4945 +GST

Financial Information

- Payment is due at the time of registration.
- This program is not eligible for student loans or grants.
- A bursary of up to \$500 is available for eligible students with financial need through the college. More details can be found here: [Financial Aid | MHC.](#)

Program Completion

- To earn the certificate, students must successfully complete all listed courses with a minimum mark of 'B' in all required courses.
- Course requirements are similar between the Medical Office Assistant and Hospital Unit Clerk programs. The courses are scheduled so you can complete both certificates, if you wish.

Important Dates

- Registration opens in August.
- Registration deadlines are set individually for each course. Visit online course listing for specific details.

Registration Options

- Register & pay for the entire program at one time
- Register & pay on a course-by-course basis

Medical Office Assistant

Prepare for a fast-paced role supporting healthcare teams. Gain the administrative and communication skills needed to work in medical offices, clinics, hospitals, and wellness centers. This program includes training in medical terminology, office procedures, patient communication and Microsoft Office. The Medical Office Assistant duties can include front desk reception, making patient/client appointments, preparing charts, record keeping, Alberta Health Care billing and basic medical transcription.

- Offered at the Medicine Hat campus
- Delivered part-time, in-person
- Medical Terminology is the prerequisite for the Medical Office Assistant program.

Hospital Unit Clerk

Unit Clerks are vital to keeping healthcare teams running smoothly. This program prepares you for entry-level roles in hospitals, long-term care, and other medical settings by teaching you how to coordinate information, communicate clearly, and support staff and patients efficiently. Unit Clerks play a critical role in coordinating activities and information to ensure the efficient satisfaction of medical staff, patients, and families.

- Offered at the Medicine Hat campus
- Delivered part-time, in-person
- Medical Terminology is the prerequisite for the Hospital Unit Clerk program.

I highly recommend the Hospital Unit Clerk course. The instructors are all incredibly knowledgeable and bring real-world experience into every lesson, which makes the material much easier to understand and apply. They take the time to connect what you're learning to actual situations you'll face on the job. This course gave me the confidence and practical skills I needed to take the next step in my career – it's an excellent foundation for anyone entering healthcare.

- Nicki VanRentergem, Hospital Unit Clerk Student

Program Details for Medical Office Assistant

Required Courses	Tuition	Dates	Times	Additional Notes
Medical Terminology (In-person)	\$825 + GST	Tuesdays Sep 8– Dec 15 <i>*See course outline for full details</i>	6-9pm	Required Textbook will be available for purchase in the MHC Bookstore. Medical Terminology Systems Updated: A Body Systems Approach 9th Edition
Productivity and Workplace Communication <i>Blended Online component and 1 Saturday</i>	\$625+ GST	Oct 23 - Nov 20	Online: Self-Study (6 hours) In-class: Nov 14 9am-4pm	
MS Office Basics: Word, Excel & File Management (In-person)	\$315 + GST	Wednesdays Sept 30 - Oct 14	6-9pm	
MS Word Level 1 (In-person)	\$315 + GST	Wednesdays Nov 18 – Dec 2	6-9 pm	
Procedures and Ethics of the Medical Office (In-person)	\$1275 +GST	Mon / Thurs Jan 4 – Feb 11	6-9pm	
Keyboarding/Skill building I www.typing.com	FREE	N/A		Proof of typing a minimum of 30 wpm with 90% accuracy is required.
Standard First Aid with Level C CPR	Approx. \$150	N/A		Standard First Aid with Level C CPR can be taken through any authorized training provider.

**Dates and fees are subject to change.*

Program Details for Hospital Unit Clerk

Required Courses	Tuition	Dates	Times	Additional Notes
Medical Terminology (In-person)	825 + GST	Tuesdays Sep 8 – Dec 15 <i>*See course outline for full details</i>	6-9pm	Required Textbook: Textbook will be available for purchase in the MHC Bookstore. Medical Terminology Systems Updated: A Body Systems Approach 9th Edition
Productivity and Workplace Communication <i>Blended Online component and 1 Saturday</i>	\$625 + GST	Oct 23 - Nov 20	Online: Self-Study (6 hours) In-class: Nov 14 9am-4pm	
MS Office Basics: Word, Excel & File Management (In-person)	\$315 + GST	Wednesdays Sep 30 – Oct 14	6-9pm	
The Role of the Unit Clerk (In-person)	\$1275 + GST	Tues / Thursday Feb 25 – Apr 1	6-9pm	
Hospital Unit Clerk Practicum	\$315 + GST	April - June		A Clear Criminal Record Check and up-to-date immunization records must be provided to the college prior to the practicum. Practicums will be scheduled in May -June, in collaboration with AHS. Practicums will be completed during hours that unit clerks work, which include days, weekends, evenings and nights. Day shifts start at 7:00 am.
Keyboarding/Skill building I www.typing.com	FREE			
Standard First Aid with Level C CPR	Approx. \$150			

**Dates and fees are subject to change.*

there's
more to
learn

@mhc.cstudies
www.mhc.ab.ca
cstudiesmedicinehat@mhc.ab.ca