



AVS Program

Secretarial Studies - Medical

(5874)

4 months
450 hours
Courses: 375 hours
Internship (1): 75 hours

Following the achievement of the objectives set within the program framework and upon the completion of all courses, including the internship, the student will obtain an Attestation of Vocational Specialization (AVS) recognized by the Quebec Ministry of Education.

This program will prepare students to practise the occupation of medical secretary, providing administrative support for medical activities and the transcription of medical reports.

Employment prospects:

- Secretarial positions in various health care settings
- Hospitals
- Medical clinics
- Doctors' offices
- Medical laboratories
- Medical transcriptionists may also be self-employed

Leading to an AVS, graduates will be able to perform the following tasks:

- Perform various secretarial and administrative tasks related to medical activities
- Transcribe and format dictated data obtained from physicians and other health care professionals
- Work with surgical procedure documents, health-related reports and other medical documents
- Provide administrative support in a health care environment

Study Program and Courses

- Determine their suitability for the occupation and the training process - 15h
- Interpret medical terms - 45h
- Make links between medical terms and medical specialties - 60h
- Revise reports transcribed by automated systems - 45h
- Transcribe medical consultation reports - 45h
- Provide administrative support for medical consultations - 75h
- Transcribe medical imaging reports - 45h
- Transcribe surgery reports - 45h
- Enter the workforce - 75h

Skills

- Work with a broad variety of equipment and systems.
- Carry out research and update their knowledge on an ongoing basis.
- Demonstrate autonomy, versatility and problem-solving skills.
- Apply discretion, accuracy and professionalism in handling medical information.



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