

# invest in yourself with the Division's Advanced MOA Program bursaries

**CLASSES ARE  
BIWEEKLY  
FROM  
SEP 2020 -  
FEB 2021**

The Advanced Medical Office  
Assistant Program will run from  
September 26th, 2020 -  
February 25th, 2021

Biweekly Saturdays @ the  
Clearbrook Campus from  
8:30 am - 2:00 pm  
Biweekly Wednesdays Online  
from 6:00 pm - 8:00 pm  
& an additional 5 hours online  
weekly

## **learn:**

- + advanced billing**
- + cultural/diversity  
training**
- + world views on  
medicine**
- + panel  
management**
- + communication &  
leadership**
- + conflict resolution**

Bursaries of  
**\$2,000 each**  
are available to MOAs working for  
Abbotsford Division of Family  
Practice GP members.

An additional  
**\$1,500.00**  
is available to students who  
successfully complete the program -  
*covering the full \$3,500 tuition.*

**TUITION IS  
COVERED BY THE  
DIVISION  
UPON  
COMPLETION**



**"it's all about  
how we  
optimize a  
practice so  
we can take  
care of more  
patients a  
day - with  
less stress &  
more free  
time." - Dr. P  
Moodley**

You have the time &  
you deserve it.

Learn new skills & feel  
more confident about your  
professional abilities.

Our bursaries remove the  
financial burden allowing  
you to focus on yourself,  
your goals and your  
success.

Finally, something that is  
all about you.

**APPLY SOON!  
SPACE IS  
LIMITED!**

## Program Information

Total program cost is \$3,500.00. Textbooks and supplies are estimated to be an additional \$300.00.

## Courses

Medical Terminology Level 2  
Anatomy & Physiology Level 2  
Pharmacology (MOA) Level 2  
Chronic Disease Management  
Clinical Procedures (MOA) Level 2  
Patient History & Education  
Communication & Patient Support  
Leadership Supervision & Team-Based Care  
Medical Billing (MOA) Level 2  
Emerging Best Practices  
Capstone

Program runs September 26th, 2020 -  
February 25th, 2021

Saturday campus sessions will be held at

**UFV Continuing Education Campus**  
32355 Veteran's Way, Abbotsford  
V2T 0B3

## Application Instructions

1. Satisfy our program requirements:
  - successful completion of a post-secondary level MOA program & 2 years current employment as an MOA working for an Abbotsford Division member
  - OR-
  - 3 years of MOA experience, current employment in a medical office and a letter of recommendation from their employing Physician
2. Submit application and all applicable documents to Meghann Coughlan, Project Coordinator, via email [mcoughlan@divisionsbc.ca](mailto:mcoughlan@divisionsbc.ca)
3. Once approved by the Division, we will contact you for additional steps



## Questions or Concerns?

For general questions about the program, your suitability and our bursaries please contact Meghann Coughlan, Abbotsford Division Project Coordinator:  
[mcoughlan@divisionsbc.ca](mailto:mcoughlan@divisionsbc.ca) or  
604-746-3306

For detailed program information, please contact Emiko Petit, Program Coordinator, University of the Fraser Valley:  
[continuingeducation@ufv.ca](mailto:continuingeducation@ufv.ca) or  
604-854-4559