



Health Administration

**Certificate III in Business Administration
(Medical) - BSB31112**

FAST GUIDE

Qualification Level	Certificate III Developed under The Australian Qualification framework	Assessment	By assignment or RPL or workplace
Accredited	Yes- National recognition	Required resources	Email - internet - phone
Study Time	Self –Paced Maximum 2 years	Student support	Expert trainer assessors
Delivery method	Flexible- Distance DELIVERY CORRESPONDENCE - ONLINE	Funding	Apprenticeship- new entrants NSW
Recognition	RPL - Recognition available Workplace recognition	Costs	\$2200 Includes enrolment fee
Course Materials	Provided- Course fees include all necessary learner guides and assessment manuals	Study time	22 Hrs./week = 6 months 11 Hrs./week = 1 year 7 Hrs./week = 1.5 years
Pre-requisites	NONE	Enrolment dates	ENROL ANYTIME START NOW



Flexible Study and Distance Learning - Train in your own time, where you choose

COURSE DESCRIPTION- This qualification reflects the role of individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team. These functions can be carried out in a range of settings, including hospitals, health centres, laboratories, private practice, etc. This qualification is suited to Australian Apprenticeship pathways.



Occupational roles for these workers may include:

Medical receptionist- secretary- Health call centres- Pathology client care

13 units of competency to be completed, 2 core units plus 11 elective units.

- Develop keyboarding speed and accuracy
- Contribute to health and safety of self and others
- Design and produce text documents
- Interpret and apply medical terminology appropriately
- Maintain patient records
- Prepare and process medical accounts
- Apply the principles of confidentiality, privacy and security within the medical environment
- Deliver and monitor a service to customers
- Organise schedules
- Process customer complaints
- Process accounts payable and receivable
- Utilise a knowledge management system
- Assist in controlling stocks and supplies
- **Other electives available***

Contact Us- Australian Health Professionals Training Solutions NPN 91356

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