



# BSB31115 Certificate III in Business Administration (Medical)

National ID: BSB31115 | State ID: AVT0

## About this course

### Want to make a start working within medical administration?

Be it your local medical practice or a larger hospital setting, this course includes all the necessary skills to get your career on its way. You will gain skills and knowledge specific to a medical practice environment including administration processes and learn to use Medical Director's Pracsoft software.

Keen to get started? We offer this course **online**.

### Gain these skills

- Interpret and apply medical terminology appropriately
- Maintain patient records and accounts within confidentiality guidelines
- Develop keyboarding speed and accuracy
- Design and produce digital documents
- Organise workplace information and schedules

### Is this course right for me?

I have the following attributes:


- A desire to assist medical staff in a practice or hospital
- Would like to further develop verbal and written communication skills
- Keen to develop attention to detail, planning and organisational skills
- Able to relate to people from a range of cultures

## Details

## Semester 1, 2019

---

### Midland - On Campus

 Duration: **6 Months**

 When: **Semester 1, 2019**

 How: **Full-Time  
On campus**

### Units

---

#### Core

Unit Title	National ID
Develop keyboarding speed and accuracy	BSBITU307
Contribute to health and safety of self and others	BSBWHS201

#### Elective

Unit Title	National ID
Organise schedules	BSBADM307
Deliver and monitor a service to customers	BSBCUS301
Organise workplace information	BSBINM301
Design and produce business documents	BSBITU306
Design and produce digital text documents	BSBITU313
Interpret and apply medical terminology appropriately	BSBMED301
Prepare and process medical accounts	BSBMED302
Maintain patient records	BSBMED303
Assist in controlling stocks and supplies	BSBMED304
Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305
Write simple documents	BSBWRT301

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Study pathway

Or a range of other Certificate IV qualifications.

## Job opportunities



[Medical Receptionist](#) | [Admissions Clerk](#) | [Hospital Ward Clerk](#) | [Medical Admissions Clerk](#) | [Medical Records Officer](#) | [Medical Records Clerk](#) | [Medical Secretary](#) | [Clinical Coder](#)

Other job titles may include:

- Medical Typist

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Important information

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

## Fees and charges

View our [Indicative Fees list](#)

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be

given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### **International Students**

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**