



Certificate III in Business Administration (Medical)

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 on campus and **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, 2020

Joondalup (Kendrew Crescent) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

Units

Core

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

Elective

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

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

Further study

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.