



# 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.

### 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

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

## Semester 2, 2020

### Joondalup (Kendrew Crescent) - On Campus

 Duration: **1 Semester/s**

 When: **Semester 2, 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

National ID

Unit Title

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

If you are studying this course at Joondalup or Midland campuses, the general business units will be covered at your selected campus but the specialist medical (BSBMED coded) units will be delivered at our Perth Campus (Northbridge).

You'll need to get a student ID card to be able to access resources needed for the simulated business environment part of this course.

Other costs for consideration:

- Text Books
- Stationery

Typical timetable:

- 2.5 days per week

## Fees and charges

### 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.**