BSB30120 CERTIFICATE III IN

BUSINESS (MEDICAL ADMINISTRATION)

(RELEASE 2)

NATIONALLY RECOGNISED TRAINING

If you are looking to work in the administration field as a Medical Receptionist, this specifically designed certificate is the right fit. The certificate is for anyone looking to start in the healthcare industry. Topics covered include medical terminology, patient records, and much more.

DELIVERY

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

DURATION

Flexible study options with enrolments being valid for up to 12 months.

EMPLOYMENT

Career Pathways within this industry include:

- Medical receptionist
- Medical secretary
- Accounts clerk
- Records clerk
- Customer service rep

UNITS OF COMPETENCY

Our program is structured with the following units of competency:

SEMESTER ONE

BSBXCM301 Engage in workplace communication
BSBPEF201 Support personal wellbeing in the workplace
BSBTWK301 Use inclusive work practices
BSBSUS211 Participate in sustainable work practices
BSBCRT311 Apply critical thinking skills in a team environment
BSBWHS311 Assist with maintaining workplace safety

SEMESTER TWO

BSBTEC201 Use business software applications
BSBTEC202 Use digital technologies to communicate in a work environment
BSBPEF301 Organise personal work priorities
BSBMED301 Interpret and apply medical terminology appropriately
BSBMED302 Prepare and process medical accounts
BSBMED303 Maintain patient records
BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via www.usi.gov.au

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

GETTING STARTED

Give us a call on 1300 471 660, email us on admin@keyinstitute.com.au or visit our website keyinstitute.com.au today.