

Course Overview

The Certificate III in Business Administration (Medical) is designed to provide participants with the skills and knowledge needed to work in administrative roles, in particular medical administration. It is beneficial to those wishing to gain employment in the health industry or for those currently working in this field but wish to update their knowledge whilst gaining a nationally accredited qualification.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Certificate III in Business Administration (Medical) BSB31107.

Course Requirements

13 units of competency must be completed including 2 core units, 5 medical administration units, 4 administration units and 2 other elective units from the Business Services Training Package at a Certificate II or Certificate IV level.

Core – 2 units	
Code	Unit Title
BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes

Medical Administration – 5 units	
Code	Unit Title
BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
BSBMED304B	Assist in controlling stocks and supplies
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment.

Administration – Choose 4 units	
Code	Unit Title
BSBFIA301A	Maintain financial records
BSBADM302B	Produce text from notes
BSBADM311A	Maintain business resources
BSBADM303B	Produce text from audio transcription
BSBADM307A	Organise schedules

Electives – 2 units	
Code	Unit Title
BSBITU303A	Design and produce text documents
BSBCUS301A	Deliver and monitor a service to customers

The above units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Customised Training Pty Ltd

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BSB31107

Certificate III in Business Administration (Medical)

Vocational Outcomes

Medical Receptionist, Administration Officer working in a hospital or other medical facility, Doctor's Personal Assistant, Medical Records Clerk, Medical Secretary.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

No formal learning is required for this qualification.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding yourself a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Certificate IV in Business (Frontline Management) BSB41004 or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

For more information, please contact CTCS today.

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