



MEDICAL
ADMINISTRATION
TRAINING

BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)

Advance your career in this very rewarding industry

RTO 31078

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Ph. 1300 887 082

Fax. 1300 768 760

E mail: info@medtrain.com.au

www.medtrain.com.au

Medical Administration Training

A.B.N: 33 106 342 367

COURSES AVAILABLE NATIONWIDE

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WHY STUDY WITH MAT

GREAT EMPLOYMENT OPPORTUNITIES

Our nationally accredited BSB31115 Certificate III in Business Administration (Medical) course is one of the most highly regarded courses available in Australia.

Our Certificate III in Business Administration (Medical) course will provide you with the skills to meet market demand in this fast growing sector and the knowledge to confidently provide administrative support in either private or public health service settings such as hospitals, private practice and allied health. Whether you are working in the industry or wanting to break into the industry, this course has a study model suitable for your needs.

The health industry's predicted growth over the next two years will lead to an increase of 16% in employment opportunities within the industry. This creates employment confidence to both current employees and those wishing to enter the industry.

WHAT POSITIONS CAN I APPLY FOR?

A Certificate III in Business Administration (Medical) can open a world of opportunity within the health sector. After successful completion of your course, you may find career opportunities in roles such as Health Admissions Clerk, Administration Assistant, Medical Records Clerk and Medical Receptionist.

You may find employment at medical practices, hospitals as well as private health care providers such as specialists, i.e. ear nose and throat surgeons, radiology and pathology, skin cancer clinics, allied health professionals such as physiotherapists, podiatrists, and many more.

AGE IS NO BARRIER

The health industry is one of the few employment environments that value your life experience and what those experiences can bring to the job role. So whether you are 16 or 60+, this industry is open to all.

A FLEXIBLE WORK ENVIRONMENT

There are many financially rewarding, flexible and secure career opportunities in the health sector. Doctors, hospitals and other health practitioners need trained administration staff and receptionists.

WHAT IS INCLUDED IN MY TRAINING?

In this course, you will expand on your customer service abilities and learn the skills to write, design and produce business documents and spreadsheets.

You will build your knowledge of medical terminology and how to maintain a high standard of service within the health environment.

You will also learn how to maintain efficient patient records and prepare and process medical accounts. Gain a detailed understanding of Medicare (MBS), bulk billing, doctor's fees and gap payments.

PracSoft and Best Practice are Australian market leaders in the clinical and practice management software industry. These software systems assist medical practices in managing their appointments, billing, reporting, and Medicare claims efficiently. Our delivery program offers tutorials in both software's.

In this nationally recognised course you will complete 10 modules that consists of 13 units of competency (two core and eleven elective units).

CORE UNIT(S):

BSBWH5201	Contribute to health and safety of self and others
BSBITU307	Develop keyboard speed and accuracy

ELECTIVE UNIT(S):

BSBMED304	Assist in controlling stocks and supplies						
BSBMED301	Interpret and apply medical terminology appropriately						
Medical Reception Module	Clustered unit consisting of: <table><tr><td>BSBMED302</td><td>Prepare and process medical accounts</td></tr><tr><td>BSBMED303</td><td>Maintain patient records</td></tr><tr><td>BSBMED305</td><td>Apply the principles of confidentiality, privacy and security within the medical environment</td></tr></table>	BSBMED302	Prepare and process medical accounts	BSBMED303	Maintain patient records	BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED302	Prepare and process medical accounts						
BSBMED303	Maintain patient records						
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment						
BSBADM307	Organise schedules						
Documents Module	Clustered unit consisting of: <table><tr><td>BSBWRT301</td><td>Write simple documents</td></tr><tr><td>BSBITU306</td><td>Design and produce business documents</td></tr></table>	BSBWRT301	Write simple documents	BSBITU306	Design and produce business documents		
BSBWRT301	Write simple documents						
BSBITU306	Design and produce business documents						
BSBITU314	Design and Produce Spreadsheets						
CHCCCS020	Respond effectively to behaviours of concern						
CHCCCS010	Maintain a high standard of service						

STUDY PATHWAYS

HOW IS THIS COURSE ASSESSED?

Programs offered by Medical Administration Training Pty Ltd incorporate competency-based assessment. Assessment is a confirmation of competence – not a test.

The following evidence gathering techniques may be used in the assessment of units of competency from this course. These will be confirmed on provision of the Training & Assessment Plan for each individual student.

- Activities
- Questions & Answers - Written or Verbal
- Project/s

IS THERE RECOGNITION OF PRIOR LEARNING (RPL)?

Recognition of Prior Learning is a method of assessing your current knowledge and skills that you may have acquired through informal or formal training. Please contact one of our staff if you believe this applies to you. Note: additional fees may apply for RPL.

MAT recognises all nationally recognised qualifications and units of competency issued by Registered Training Organisations in Australia. There is no charge for credit transfer.

CAN I CONTINUE MY EDUCATION WITH MEDICAL ADMINISTRATION TRAINING?

Absolutely! Medical Administration Training offers fully accredited training in Certificate III up to Diploma level qualifications in Health Administration. We also offer a number of industry specific short courses. All our successful students are offered further discounts on our courses (not applicable for funded courses). Credit transfers (if applicable) are also applied, meaning you do not pay for or study any units you completed with MAT twice.

After successfully completing this course, students may consider further study in the below areas:

- HLT47315 Certificate IV in Health Administration
- HLT57715 Diploma of Practice Management

SUPPORTING OUR STUDENTS

At Medical Administration Training, we understand that returning to study or learning online for the first time can be a little daunting.

From the moment you enrol you will have our support. Each student will be allocated a trainer on enrolment. Trainers can be contacted by telephone or email during business hours. Students have unlimited access to their trainer and can contact them by telephone or email during business hours – with no additional cost for this service.

Our student administration support team will assist you through the enrolment process, provide you with access to our Learning Management System (LMS) and help you with all your general enquiries.

Students who are well supported during their training are more confident with their learning outcomes and more confident to proceed into their new role in health administration.

HOW CAN I COMPLETE THE COURSE?

This is a distance-based online course. Students are provided with a login to our Learning Management System (LMS), from here they can access learning materials and assessments. Our fully accredited course material is accessible anywhere and anytime. This mode of study is really appreciated by students with busy lifestyles as it gives greater flexibility to complete the course in your own time between family and other commitments. Of course, all our support services are provided as needed.

Students have the option at enrolment to request hard copy learning materials with online assessment should they desire.

HOW LONG WILL IT TAKE TO COMPLETE THE COURSE?

Students are given up to eighteen (18) months part time or up to twelve (12) months full time to complete their course. However, as this is self-paced study students can complete much sooner.

WHEN CAN I START?

You can start as soon as you have enrolled and you can enrol at any time. Our flexible program has no set intake dates.

ARE THERE ANY ENTRY REQUIREMENTS?

All students must read and understand our student handbook [Click here](#) before enrolling.

MINIMUM AGE

It is recommended that you be at least 16 years of age or have completed year 10. A parent/guardian will be required to consent by signing your enrolment form should you be under 18 years of age.

LANGUAGE & FOUNDATION SKILLS REQUIREMENTS

There are five ACSF Indicator levels. 1,2,3,4,5. [Click here](#) to view.

- This course requires students to have foundation skills levels Numeracy 2, Learning 2, Writing 2, Reading 2, Oral 2 in English.
- All students will be assessed on their Language, Literacy and Numeracy (LLN) on enrolment

EDUCATIONAL REQUIREMENTS

There are no formal prerequisites for this qualification.

COMPUTING REQUIREMENTS

You will need:

- Basic computing skills (this is essential if completing on-line)
- Access to a computer, tablet with up to date data software including Microsoft Office as well as access to a reliable internet connection.
- Microsoft Word and Excel 2010 or newer or equivalent.

OTHER EQUIPMENT REQUIREMENTS

You may also need:

- Access to a phone, printer, photocopier and scanner

WHAT ARE THE COURSE FEES & PAYMENT OPTIONS?

Total course Fee	Certificate 3 Guarantee Funded Non-Concessional	Certificate 3 Guarantee Funded Concessional
Full fee \$2850 or Payment Option: \$500 on registration Plus 50 x weekly payments @ \$47	\$550 on registration	\$450 on registration

ARE GOVERNMENT SUBSIDY OPTIONS AVAILABLE?

This course is Austudy/Abstudy approved (conditions apply). You will need to apply directly to Centrelink for information. Our Centrelink Approval Number is 4P689.

The Education Entry Payment may be available to people receiving some income support payments to help with the cost of study. [For more information click here](#)

The Certificate 3 Guarantee program, funded by the Queensland Government supports eligible Queensland Residents to complete their first post-school certificate III qualification. [Click here to check your eligibility](#)

What's included in your course cost?

- All learning and assessment material supplied
- Provision of a Training and Assessment Plan on commencement of training
- Trainer Support during business hours

HOW DO I ENROL?

PHONE 1300 887 082 TO ENROL

OR

[CLICK HERE](#)

WHY STUDY WITH MAT

Medical Administration Training Pty Ltd (MAT) is a specialist provider of administration courses to the health industry. We have been delivering these courses Australia wide since 2004. Our goals are reflected in our mission statement:

MISSION STATEMENT

“We aim to provide the best quality training combined with outstanding student support”

There are many benefits to studying with Medical Administration Training (MAT)

- You can enrol any time (no set intake dates)
- Excellent advice and support – All our tutors are qualified trainers and have industry experience
- Part time or full time study options are available
- You can study at the time and place that works for you

We are a privately owned Australian based Registered Training Organisation (RTO). Our courses are nationally recognised. As a student of the Medical Administration Training Pty Ltd you'll be a valued member of an organisation that really cares about your success. You'll get ongoing advice and learning support from your own dedicated mentor, and you'll learn from highly skilled, experienced trainers who are 100% committed to your success.





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