



mat

**MEDICAL
ADMINISTRATION
TRAINING**

CERTIFICATE IV IN HEALTH ADMINISTRATION HLT47315

Advance your career in this very rewarding industry

RTO 31078

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Medical Administration Training
A.B.N: 33 106 342 367

COURSES AVAILABLE NATIONWIDE

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GREAT EMPLOYMENT OPPORTUNITIES

Our nationally accredited HLT47315 Certificate IV in Health Administration course is one of the most highly regarded courses available in Australia.

Whether you are seeking to advance your career in Health Administration, or wish to gain employment in this very rewarding industry, this course is right for you. 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 WILL I LEARN?

You will learn to manage a patient recordkeeping system within a medical environment and to supervise others. Develop skills in motivating, mentoring, coaching and developing a team and forming the bridge between the management of the organisation and team members. Confidently recruit, and induct staff and implement customer service standards.

WHAT POSITIONS CAN I APPLY FOR?

A Certificate IV in Health Administration can open a world of opportunity within the health sector. After successful completion of your course, you may find career opportunities in one of the following roles:

- Ward Clerk
- Admissions discharge officer
- Practice Manager
- Health Administration Manager
- Medical Secretary
- Medical Records Section Leader
- Team leader for clinical or allied health services
- Health Services Business Manager

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 and management staff.

WHAT IS INCLUDED IN MY TRAINING?

This Nationally Recognised course consists of 14 units of competency (six core and eight elective units).

The units selected in this qualification have been carefully chosen by employers with many years of experience in the health industry. Our Certificate IV in Health Administration course will provide you with the skills to meet market demand in this fast growing sector and the knowledge to confidently undertake autonomous and supervisory roles in either private or public health service settings such as hospitals, private practice and allied health.

You will complete 12 modules that consist of 14 units of competency, they include:

6 Core unit(s):

CHCDIV001 Work with diverse people	BSBLDR402 Lead effective workplace relationships
CHCLEG001 Work legally and ethically	BSBMED301 Interpret and apply medical terminology appropriately
HLTWHS003 Maintain work health and safety	BSBMGT403 Implement continuous improvement

8 Elective Unit(s):

BSBINN301	Promote innovation in a team environment
BSBCUS403	Implement customer service standards
BSBITU306	Design and produce business documents
CHCCCS020	Respond effectively to behaviours of concern
BSBRISK501	Manage Risk

Medical Reception Module

Clusted unit consisting of:

BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment

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.



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 IS THIS COURSE ASSESSED?

Programs offered by Medical Administration Training Pty Ltd incorporate competency-based assessment. Assessment is a confirmation of competency - 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

HOW CAN I COMPLETE THE COURSE?

This is a distance-based on-line 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 twenty-four (24) months part time or twelve (12) months full time to complete their course. However as this is self-paced study students can complete much sooner.

What are you waiting for?
Call us now: **1300 887 082**



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 completed year 12. 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

here 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 3, Writing 3, Reading 3, Oral 3 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; however, MAT strongly recommends that you have successfully completed the Certificate III in Health Administration qualification or similar and/or have a minimum of two years industry experience.

COMPUTING REQUIREMENTS

You will need:

- Basic computing skills (this is essential if completing on-line)
- Access to a computer, tablet or internet accessible device
- A current email account

OTHER EQUIPMENT REQUIREMENTS

You may also need:

- Access to a phone, printer, photocopier and scanner

WHEN CAN I START?

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

WHAT ARE THE COURSE FEES & PAYMENT OPTIONS?

Total course Fee	Higher Level Skills Funded Non-Concessional	Higher Level Skills Funded Concessional
Full fee \$3450 on enrolment or Payment Option: \$500 on registration Plus 50 x weekly payments @ \$59	\$250 on registration	\$150 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 Higher Level Skills program, funded by the Queensland Government provides a government subsidy to support eligible Queensland Residents to access one subsidised training place in selected Certificate IV or above qualifications, or priority skill sets. [Click here to check your eligibility](#)

What is included in the 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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