

MEDICAL TERMINOLOGY

Increase your confidence and gain an understanding

- Of prefixes, suffixes and root words commonly used in the medical industry.
- Common medical abbreviation meanings and when they are used.
- Learn strategies to confidently dissect and pronounce difficult medical words.
- The human body systems including conditions and diseases relating to each body system.

Medical terminology is the language healthcare professionals use to describe symptoms and medical procedures. Understanding this language is not just limited to doctors and nurses. If you have or are considering a career in the healthcare industry, then completing a terminology course is essential. As a Healthcare worker you are dealing with patient records and communicating with other healthcare staff daily, so being familiar with certain medical terms and procedures will make your job easier.

Maybe you just have an interest in all things medical, having a grasp on medical terminology may make your next trip to the doctor a little less confusing. Our **Nationally Recognised** course will have you understanding and using medical terms and abbreviations like the professionals.

What will you learn?

Unit of study: **BSBMED301** Interpret and apply medical terminology appropriately

Element: **Respond appropriately to instructions which contain medical terminology**

Performance Criteria: Receive, interpret and document written and oral instructions using medical terminology
Use checklists where appropriate
Interpret abbreviations for specialised medical terminology
Interpret and adhere to the policies and procedures of the workplace
Seek clarification when necessary

Element: **Carry out routine tasks**

Performance Criteria: Use medical terminology correctly in the completion of routine tasks
Seek assistance from supervisor or experienced staff member as required

Element: **Use appropriate medical terminology in oral and written communication**

Use appropriate medical terminology as directed, in oral communication with patients, fellow workers and health professionals
Use appropriate medical terminology as directed, in written communication with patients, fellow workers and health professionals
Present written communication to a designated person for verification if required
Spell and pronounce medical terminology correctly

ONLINE LEARNING

- Easy to use eLearning Hub
- Downloadable learner guides to print and keep
- Video tutorials and online resources
- Log on any time, anywhere

ACCESS

Study when you want! Access your course content anytime, anywhere, from the comfort of your own home or workplace.

Group and workplace training available on request

Frequently Asked Questions

WHAT ARE THE ASSESSMENTS?

Relax! There are no set exams or test. Programs offered by Medical Administration Training Pty Ltd incorporate a competency-based assessment. This assessment mode emphasises what a person can do in the workplace as a result of completing the training. You will complete assessments during the course to demonstrate you have attained the required skills and knowledge by completing various activities and projects and answering questions.

WHAT ARE THE COURSE FEES?

The total fee for this course is \$295

WHAT IS INCLUDED IN THIS COURSE?

- All learning and assessment material
- Trainer Support during business hours

Upon successful completion of this course you will receive a nationally recognised Statement of Attainment

HOW LONG DOES THE COURSE TAKE?

All students are allocated up to 8 weeks to complete their course, however as this is a self-paced course you can complete in much less time should you wish

WHEN CAN I START?

You can start as soon as you have enrolled .

IS THERE ANYTHING I NEED TO COMPLETE THIS COURSE?

There are five ACSF Indicator levels. 1,2,3,4,5. [Click here](#)
This course requires students to have foundation skills levels Numeracy 2, Learning 2, Writing 3, Reading 3, Oral communication 3 in English as well as basic computing skills and access to a computer or tablet and a reliable internet connection.

Enrolment Terms and conditions can be viewed in our Student Handbook [Click here](#)

WHAT SUPPORT IS PROVIDED?

At MAT 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. Just send us an email or call we are happy to step you through.

Each student will be allocated a trainer support officer to guide them through their study journey. They can be contacted during business hours. Students have unlimited access to their trainer support and there is no additional cost for this service.

CAN I CONTINUE MY STUDIES 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).

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.**

WE AIM TO PROVIDE THE BEST QUALITY TRAINING COMBINED WITH OUTSTANDING STUDENT SUPPORT

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

APPLY NOW

ABOUT US

We are a privately owned Australian based Registered Training Organisation (RTO 31078). Our courses are nationally recognised. As a student of Medical Administration Training Pty Ltd you will 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.

FOR MORE INFORMATION OR TO TALK TO A COURSE ADVISOR, PLEASE CONTACT US:

 **1300 887 082**

 **info@medtrain.com.au**

 **www.medtrain.com.au**



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TRAINING