

## CHOOSING THE RIGHT ADMINISTRATION COURSE FOR YOU

	SHORT COURSE <b>MEDICAL RECEPTION AND TERMINOLOGY</b>	B5830100 <b>CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)</b>	HLT33315 <b>CERTIFICATE III IN HEALTH ADMINISTRATION</b>	HLT47321 <b>CERTIFICATE IV IN HEALTH ADMINISTRATION</b>	HLT57715 <b>DIPLOMA OF PRACTICE MANAGEMENT</b>
<b>NATIONALLY RECOGNISED COURSE OUTCOMES</b>					
Statement of Attainment (A Statement of Attainment is an official legal record that lists all the subjects you have completed in your course)	✓	-	-	-	-
Certificate and academic transcript (An academic transcript is an official legal record that lists all the subjects you have completed in your course)	-	✓	✓	✓	-
Nationally Recognised Diploma and academic transcript (An academic transcript is an official legal record that lists all the subjects you have completed in your course)	-	-	-	-	✓
<b>SKILLS OBTAINED</b>					
Basic medical terminology in health care	✓	✓	✓	-	-
Use medical terminology in health care	-	-	-	✓	✓
Work effectively as a medical receptionist	✓	✓	✓	✓	-
Beginner level practice software	✓	✓	✓	✓	-
Design and produce business documents	-	✓	✓	-	-
Contribute to sustainable work practices	-	✓	-	-	-
Assist in controlling stocks and supplies	-	-	✓	-	-
Communicate effectively with patients and healthcare professionals	-	✓	✓	-	-
Assist with workplace safety	-	✓	✓	✓	-
Manage work health and safety	-	-	-	-	✓
Communicate and work in health or community services	-	-	✓	✓	-
Respond effectively to behaviours of concern	-	-	✓	✓	✓
Working with diverse people	-	-	✓	✓	✓
Basic principles and practices of infection prevention and control	-	-	✓	-	-
Implement infection prevention and control policies and procedure	-	-	-	✓	✓
Manage Risk	-	-	-	✓	✓
Lead effective workplace relationships	-	-	-	✓	✓
Work legally and ethically	-	-	-	✓	-
Manage continuous improvement, legal & ethical compliance	-	-	-	-	✓
Manage health billing and budgets	-	-	-	-	✓
Manage recruitment and staff	-	-	-	-	✓
<b>CAREER PROSPECTS</b>					
Receptionist in a Medical Practice	✓	✓	✓	✓	-
Receptionist in an Allied Health Facility i.e. physio, chiropractor clinic etc.	✓	✓	✓	✓	-
Receptionist (any industry)	-	✓	-	-	-
Office administrator in a medical/health environment	-	✓	✓	-	-
Office administrator (any industry)	-	✓	-	-	-
Medical Secretary in Specialist Rooms	✓	✓	✓	✓	-
Hospital Administration including: Ward clerk, admissions clerk etc.	-	-	✓	✓	-
Supervisor or team leader in health administration role	-	-	-	✓	-
Practice Manager	-	-	-	-	✓
<b>DURATION</b>					
Full Time Load (based on 10-12 hours of study per week)	4 Weeks	8 Months	12 Months	12 Months	12 Months
Part Time (based on 5-6 hours of study per week)	8 Weeks	16 Months	18 Months	24 Months	24 Months
<b>FEES</b>					
Full Fee (paid up front)	\$560	\$1800	\$2500	\$2850	\$5250
Payment Plan *Upfront payment required at the time of enrolment	\$150* + \$55 pw	\$150* + \$50 pw	\$150* + \$47 pw	\$150* + \$54 pw	\$500* + \$95 pw
<b>GOVERNMENT FUNDING AVAILABLE</b> <small>(eligibility criteria applies)</small>					
Queensland State Funding	-	✓	✓	-	✓
South Australia state funding	-	✓	✓	✓	✓
All other states – Skills Checkpoint for Older Workers program	✓	✓	✓	✓	✓

### NEED MORE INFO?

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