



MEDICAL  
ADMINISTRATION  
TRAINING

RTO# :31078

# HLT47321 CERTIFICATE IV IN HEALTH ADMINISTRATION



TOTAL OF 12  
MODULES



12 MONTHS (FT)  
24 MONTHS (PT)



FUNDING  
AVAILABLE



CENTRELINK  
APPROVED COURSE



FULL ONLINE  
STUDY MODE



CERTIFICATE ON  
COMPLETION



NATIONALLY  
RECOGNISED

# HLT47321 CERTIFICATE IV IN HEALTH ADMINISTRATION

This course provides you with the high-level skills needed to undertake administrative duties within a private or public healthcare facility as well as the confidence to take on supervisory roles within the workplace. Develop the essential skills to:

- Maintain medical records and prepare and process medical accounts.
- Use medical terminology and communicate in health.
- Lead effective workplace relationships, work with diverse people and respond effectively to challenging behaviours.
- Maintain work health and safety, implement infection prevention and control policies and procedures and manage business risk.
- Work within the legal and ethical frameworks and reflect on and improve own professional practice.

## COURSE CONTENT

### WORK WITH MEDICAL RECORDS AND ACCOUNTS

Learn how to protect the privacy and confidentiality of patients, maintain patient records within an existing medical records management system and to prepare and process medical accounts for a range of patients. Unit(s):

- Medical Reception Module – Clustered 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

\*Includes access to and use of the specialised medical software package Clinic to Cloud

### COMMUNICATE IN HEALTH

Communication is at the heart of how we interact with one another and our patients. Senior health administration staff are required to use medical terminology in the context of their job role and to communicate effectively with patients, colleagues, management and other industry providers Unit(s):

- HLTCCD003 Use medical terminology in health care
- CHCCOM005 Communicate and work in health or community services

### MANAGE RISK

These units provide the skills required to implement work health and safety (WHS) policies and procedures in the workplace, apply basic infection prevention and control principles including implementing standard and transmission-based precautions, integrate these procedures into work practices, monitor and manage risks. Units (s)

- HLTWHS003 Maintain work health and safety
- Infection Control Cluster
  - HLTINF007 Implement and monitor infection prevention and control standards, policies and procedures
  - HLTINF006 Apply basic principles and practices of infection prevention and control
- BSBOPS504 Manage business risk

### WORK LEGALLY AND ETHICALLY IN A TEAM

Teams must work within relevant legislation, codes, national standards and work health and safety (WHS) rules. Senior administrators evaluate and enhance their own practice as well as promote cohesion, motivate, mentor, coach and develop their team. Unit(s):

- CHCLEG001 Work legally and ethically
- BSBLDR413 Lead effective workplace relationships
- CHCPRP003 Reflect on and improve own professional practice

### WORKING WITH OTHERS

These units provide the skills required to provide instructions and information to patients, liaise with service provider, work respectfully with people from diverse social and cultural groups and handle difficult incidents and situations. Unit(s):

- HLTADM010 Facilitate a coordinated approach to client care
- CHCDIV001 Work with diverse people
- CHCCCS020 Respond effectively to behaviours of concern

#### 🕒 WHEN CAN I START?

We don't have intake dates so you can enrol whenever you are ready.

#### 📅 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.

#### 📖 RECOGNITION OF PRIOR LEARNING (RPL)

RPL and Credit Transfer can be applied for at the time of enrolment or during the course. Please refer to our [student handbook](#) for further information.

#### 📖 WHAT IS INCLUDED IN MY COURSE?

- Anywhere, anytime, user friendly e-learn access
- Use of Clinic to Cloud Software
- Tutorials in Best Practice and Pracsoft
- Access to online Careers Workshop

## A FLEXIBLE WORK ENVIRONMENT

There are many financially rewarding, flexible and secure career opportunities in the health sector. Gain employment in the largest employer and fastest growing industry in Australia. Potential careers:

- Ward Clerk
- Admissions Clerk
- Team Leader in a Health Care Facility
- Assistant Practice Manager

## WHAT EQUIPMENT DO I NEED TO JOIN ONLINE?

This is a distance-based online course. Our Learning Management System (LMS) is accessible anywhere, anytime. Students can participate in the online course using a Desktop Computer or Laptop; some course work may be completed via mobile devices. You will also need an internet connection to connect in, an up-to-date browser e.g. Internet Explorer 8+, Chrome or Firefox and access to Microsoft Office.

## STUDENT SUPPORT

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. 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 have access to the student support team via email, phone or by messaging their trainer in the LMS.

## ENTRY REQUIREMENTS

When it comes to choosing a study programme it is important that you make the right choice. Every student will complete our Course Suitability Questionnaire as part of their application. The questionnaire assesses your choice of study, your computer skills, your Language, Literacy and Numeracy levels, your motivation and your expectations for the course.

## HOW AM I ASSESSED ONLINE?

Using different assessment methods allows us to assess different skills. During this course trainers may use any or all of the following:

Question-based assessments - You will be asked to provide written responses to questions.

Product-based assessment - For example you may be asked to create a report, write a policy or procedure or make a presentation.

Direct observation – Trainers will evaluate your practical skills as you engage in actual workplace tasks or simulated roleplay activities.

## WHY MEDICAL ADMINISTRATION TRAINING?

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:

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

There are many benefits to studying with MAT:

- You can enrol any time
- 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 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.

## COURSE COSTS

**TOTAL COURSE COSTS: \$2850**

You can pay this up-front or pay the fee in instalments. If you opt to pay via instalments, you will pay \$50 when you enrol followed by 50 weekly payments of \$57. Payment plan information can be found [here](#).

## FUNDING

**QUEENSLAND:** This course is subsidised for eligible Queensland residents through the Skills Assure Higher Level Skills program 'funded by the Queensland Government'. Eligibility criteria apply. View our [funding page](#) for more details.

**SOUTH AUSTRALIA:** This course is subsidised for eligible South Australian residents or workers through the South Australian Government funding program. Eligibility criteria applies. View our [funding page](#) for more details.



## MORE INFORMATION

 FREE CALL: 1300 887 082

 [info@medtrain.com.au](mailto:info@medtrain.com.au)

 [www.medtrain.com.au](http://www.medtrain.com.au)

## HOW DO I ENROL?

You can enrol anytime by going to [www.medtrain.com.au](http://www.medtrain.com.au) or by clicking on the apply now button below:

**Apply Now** 



**MEDICAL  
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