



Open doors in the medical administration sector!

COURSE DESCRIPTION

Gold Training's Certificate III in Business Administration [Medical] qualification will provide you with the fundamental skills for entry into medical administration industry. You will develop the necessary skills to work within a busy office administration environment.

This qualification is designed specifically for those seeking to gain employment or improve their current career prospects within medical administration in a private practice or hospital setting.

Participants will receive the skills required to manage medical accounts, maintain patient records, privacy, security and confidentiality in a medical environment, whilst also being skilled in the correct use of medical terminology.

PREREQUISITES AND ENTRY REQUIREMENTS

There are no formal entry requirements, however, it is preferred that participants have some experience in the administration industry.

COURSE DELIVERY

Gold Training delivers flexible training with instructor's who have extensive industry experience. Gold Training offer this qualification through blended learning over 12 months including online, face to face and on the job training. This qualification can also be undertaken over 12 to 24 months as a traineeship.

POTENTIAL EMPLOYMENT OUTCOMES

- medical receptionist
- medical records clerk
- medical secretary

GOVERNMENT FUNDING

Certificate 3 Guarantee program is funded by the Queensland Government and is available to support eligible participants to complete their first post-school Certificate III qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

For more information on Certificate 3 Guarantee funding eligibility, please view the information fact sheet at <https://training.qld.gov.au/training/incentives/certificate3>.

Student Co-contribution fees for concessional and non-concessional participants apply to all qualifications offered through the Certificate 3 Guarantee funding program. Student Co-contribution fees are the essential costs for participants to undertake the qualification and include all costs associated with delivering the training.

- non-concessional fee - \$60.00
- concessional fee - \$25.00

COURSE HIGHLIGHTS

This qualification also provides a pathway for further study and you may be eligible to apply for a credit towards a relevant university business degree.

RECOGNITION OF PRIOR LEARNING (RPL)

Gold Training recognises that you may have skills or knowledge from previous learning or work experience, you may be eligible to apply for Recognition of Prior Learning and/or Credit Transfer towards partial completion of this qualification.

**For enquiries about this course please call 1300 885 121
or email gt.studentadmin@goldtraining.edu.au**

VOCATIONAL OUTCOMES

This qualification reflects the responsibilities of an employee in the medical administration industry. Participants will obtain valuable insights and experience including:

- medical terminology and administrative functions
- confidentiality, privacy and security within a medical environment
- workplace culture and relations
- preparing documents and maintaining patient records

COURSE FEES

Course fees may vary depending on the units you are enrolled in so an approximate amount has been shown based on Gold Training's standard unit selection. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

- face to face - price on application
- online - \$1,500.00

Course fees are made up of two components: tuition fees and resource fees. Tuition fees are determined by multiplying the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction. Resource fees are charges for material that are essential to a course or unit, and are purchased by Gold Training to be used by students during the course.

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, participants undertaking nationally recognised training require a USI before they can receive their training records and results. Once a USI is created participants will continue to use their USI for any future nationally recognised training they undertake.

Your USI links to an online account that contains all of your training records and results that you have completed after 1 January 2015.

If you would like to create your own USI prior to commencing training with Gold Training please visit www.usi.gov.au. Alternatively, with your permission (which can be provided when completing your enrolment form) Gold Training will create your USI number on your behalf.

STUDENT HANDBOOK

View the [Gold Training Student Handbook](#) for more information about course fees, the appeals and complaints process, and training with us.

LANGUAGE, LITERACY & NUMERACY (LLN) ASSESSMENT

It is a requirement for this qualification that participants complete an LLN assessment to ascertain whether further support opportunities are required to assist completion of this qualification. Please complete our online LLN assessment [here](#).

HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents by selecting the 'BSB30115 Certificate III in Business Administration (Medical)' occurrence via our [online enrolment portal](#).

COURSE UNITS

BSBWHS201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBADM307	Organise schedules
BSBITU304	Produce spreadsheets
BSBCUS301	Deliver and monitor a service to customers
BSBITU302	Create electronic presentations
BSBWOR301	Organise personal work priorities and development
BSBWRT301	Write simple documents

*course units are subject to change