

REGIONAL LEARNING & DEVELOPMENT

PTY LTD

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Certificate III in Business Administration (Medical) BSB31107

This course is suitable for those people working or intending to work in an administration role. Individuals will apply a broad range of competencies in various medical administration contexts.

There are a total of 13 units in this course - 2 core, 5 medical administration, 4 general administration and 2 electives.

An example of a selection suitable for a Medical Surgery:

Code	Title
BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes
BSBMED301B	Interpret & apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
BSBMED304B	Assist in controlling stocks and supplies
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment
BSBFIA303A	Process accounts payable and receivable
BSBADM307B	Organise schedules
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBCUS301A*	Deliver and monitor a service to customers
BSBCMM301A*	Process customer complaints

*electives

Course length: Flexible – usually 12 months

Cost: \$1250 (if not eligible for funding)

Also suitable for Australian Apprenticeships pathways

Attractive discounts to AAPM members

****Centerlink Approved.**

