

Certificate IV in Health Admin

HLT43207

This qualification will equip you with the skills and knowledge to perform a high level of administration skills/functions and enhance skills to further develop and/or progress into a supervisory position within the health environment. You will gain an understanding of business and operational processes within the health environment and guidance/tools to take responsibility for the effective functioning and performance of the team and its work outcomes.

Course Units

To achieve Certificate IV in Health Administration HLT43207, you must complete 15 units.

Core Units

HLHIR402B	Contribute to organisational effectiveness in the health industry
HLHIR506B	Implement and monitor compliance with legal and ethical requirements
HLTOHS300A	Contribute to OHS processes
BSBMED301A	Use advanced medical terminology
BSBFLM403B	Implement effective workplace relationships

Elective Units

BSBMED401A	Manage patient record-keeping system
THHGLE05B	Roster staff
BSBCMN402A	Develop work priorities
BSBMED402A	Control stocks and supplies
HLTCOM404B	Communicate effectively with clients
BSBCMN418A	Address customer needs
BSBMGT609A	Manage risk
BSBFLM412A	Promote team effectiveness
HLTTCSD306B	Respond effectively to difficult or challenging behaviour
BSBCMN412A	Promote innovation and change

Course Duration, Delivery and Course Fee

This course is conducted over a 12 month period and is offered via flexible learning (distance learning), which allows you to study from home and gives you the benefit of enrolling at any time of the year. A Training Assessor works individually with you to structure a training plan timetable outlining the due dates for each unit, to help you achieve gaining your Certificate within 12 months. The course fee commences from \$2,200 (dependent upon chosen delivery mode) plus \$200 admin fee. Payment plans are available.

Contact Us

For further information or to receive a full course brochure on Certificate IV in Health Administration HLT43207, please email training@indigoconsulting.com.au and/or contact our office on 02 9844 5496. Please also visit our website at: www.indigoconsulting.com.au

