

Certificate III in Business (Medical)

BSB31107

This nationally recognised qualification provides the skills and knowledge to understand the role and responsibilities of a Medical Receptionist within the medical environment and how to effectively and efficiently provide a high standard of administration service to healthcare professionals, colleagues and patients within a general practice, specialist and hospital environment.

Course Units

To achieve Certificate III in Business Administration (Medical) BSB31107, you must complete 13 units.

Units of Competency

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS Processes
BSBMED301B	Interpret and 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
BSBADM307B	Organise schedules
BSBWRT301A	Write simple documents
BSBCUS301A	Deliver and monitor a service to customers
BSBCMM301A	Process customer complaints
BSBWOR202A	Organise and complete daily work activities
BSBCMM201A	Communicate in the workplace

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 \$2,000 (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 III in Business Administration (Medical) BSB31107, 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