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## Course Information Brochure

# Medical Terminology Training



NATIONALLY RECOGNISED  
TRAINING



Indigo Medical & Dental Training Pty Ltd  
Level 2, Gordon Executive Centre,  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 02 8212 9547  
Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)

## **Training Provider**

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Bundall, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the medical industry and management positions, possess Certificate IV in Workplace Training & Assessment TAA, and have conducted group workshops/training in Medical Reception and Medical Terminology in NSW, QLD & VIC.

## **Training Provider Relevant Contacts**

Please contact our Sydney office for all enquiries relating to receiving an enrolment pack, enrolling in the Medical Terminology Training and course unit material.

### **Training Administration Office - Sydney**

Bernadette Beach  
Director

Glenys Stabback  
National Training Manager

Indigo Medical & Dental Training Pty Ltd  
Level 2, Suite 1A, Gordon Executive Centre  
802 Pacific Highway, Gordon NSW 2072  
Tel: 02 9844 5496 Fax: 8212 9547

### **Queensland Office**

Indigo Medical & Dental Training Pty Ltd  
2/122 Olsen Ave, Arundel QLD 4214  
Tel: 07 55632083 Fax: 02 8212 9547

### **Melbourne Office**

Indigo Medical & Dental Training Pty Ltd  
Lvl 13, 200 Queen St, Melbourne VIC 3000  
Tel: 03 8648 6511 Fax: 02 8212 9547

### **Our Training Assessors**

Sandi Foley – NSW, QLD, VIC  
Email: [sfoley\\_indigo@ymail.com](mailto:sfoley_indigo@ymail.com)

Glenys Stabback – NSW, QLD, VIC  
Email: [gstabback@indigoconsulting.com.au](mailto:gstabback@indigoconsulting.com.au)

## Course Outline

This workshop in medical terminology will equip participants with basic medical terms and knowledge of their meanings that they may use and adapt in a variety of healthcare settings. Participants will learn common medical word roots for body regions and organs and procedural word roots and will discover how to assemble word roots into their combining form to create medical terms. Medical terms for colours, numerical and directional terms will be covered, together with common medical symbols and notations. Participants will discover common medical terminology and associated diseases and medical conditions of the systems of the human body.

Included in the Medical Terminology Training is:

- Medical Terminology (manual)
- Medical Dictionary
- Audio disk (if training is conducted via flexible/distance learning)

## Course Units (Units of Competency)

The Medical Terminology Training is an accredited training programme. Upon successful completion of post course assessments, you will be issued with the following Statement of Attainment:

BSBMED301B                      Interpret and apply medical terminology appropriately

This Statement of Attainment forms partial completion of the requirements for BSB20107 Certificate II in Business and BSB31107 Certificate III in Business Administration (Medical).

## Course Entry Requirements

- Sound language, literacy and numeracy skills
- Minimum Year 10 School Certificate equivalent

## Course Duration and Course Delivery

The Medical Terminology Training is conducted via group workshop for one day or can be conducted via flexible (distance) learning at any time. This Medical Terminology Training is also included in our 4 day Medical Reception Training programme, but participants are able to attend only the Medical Terminology workshop.

If Students choose to undertake the Medical Terminology Training via flexible (distance) learning, the Student has ongoing access and support to a Training Assessor at all times to provide guidance and assistance in answering any queries in relation to the course content and assessments.

For private organisations, we are able to customise the Medical Terminology Training to cater for your individual needs and requirements for your employee training.

## **Course Fee**

The Medical Terminology Training course fee is \$250.

## **Description of Course**

This workshop includes:

- Introduction
- Word Structure – Root, Prefix, Suffix, Combining Vowel
- Spelling and Pronunciation
- Understand and Adhere to Policies and Procedures
- Use appropriate Medical Terminology
- Privacy of Information
- Introduction to Body Positions and Directions
- Pharmacology
- Systems of the Human Body
  - Musculoskeletal
  - Respiratory
  - Cardiovascular
  - Lymphatic
  - Nervous
  - Gastrointestinal
  - Urinary
  - Male reproductive
  - Female reproductive
  - Obstetrics
  - Sensory – skin, eye and ear

## **PAYMENT OF COURSE FEES**

The Medical Terminology Training course fee is: \$250

Payment of course fees must be paid prior to commencement of training.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



*Helping You on Your Journey to Become  
a Qualified Medical  
Receptionist/Secretary*

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