Partnerships for Learning
Health and Business Services Pathways
Certificate III in Business Administration (Medical)

Course Description
This qualification is suitable for those working in various administration contexts. Individuals may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.

Benefits for students
• Will acquire skills to gain work in the health and business services industries.
• Facilitators who are members and practitioners with extensive and current experience in the Health and Business industries

Pre-Course Experiences/Pre-requisites
No pre-requisites to study this qualification, however, suitable for students:
• In year 11 and 12
• Have a passion for being part of the Health and Business Industries.

Structured Work Placement
Students will participate in a simulated Virtual Business Enterprise classroom themed as a Medical Suite at Windsor Gardens Secondary College and have the opportunity to participate in workplace visits.

Course Code: BSB31115 – RTO: AMA(SA) Training - 40880

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
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<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
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<tr>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
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<tr>
<td>BSBMED303</td>
<td>Maintain patient records</td>
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<tr>
<td>BSBMED304</td>
<td>Assist in controlling stocks and supplies</td>
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<tr>
<td>BSBMED305</td>
<td>Apply the principles of confidentiality, privacy and security within the medical environment.</td>
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<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
</tr>
<tr>
<td>BSBCCM301</td>
<td>Process customer complaints</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
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<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
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Special Requirements
Dress Code/Extra Clothing
Required/Equipment: Polo shirts supplied for students with AMA(SA) Training printed on front of shirt.

Career Pathways
• Medical Receptionist
• Medical Records Clerk
• Medical Secretary
• Medical Administration Assistant
• Information Desk Clerk
May lead into Certificate IV Health Administration, Diploma of Practice Management

Commencement Date: Term 1, Week 3
Length of Course:
3 Semesters – Full Certificate
2 Semesters - Partial - Due to Apprenticeship

Day: Thursday
Time: 9:00am to 3:00pm
Location: WGSC – Practice Firm

Class Size: Min: 8 to Max: 18

Cost (Per student): $1,800

SACE Credits:
Stage 2 - Min 45 Credits to Max 90 Credits

An appointment with the VET Coordinator or Counsellor in your school is required to enrol in this course.

Please Note: to the knowledge of the school providing this NEVO VET Course, information is correct at the time of publication.