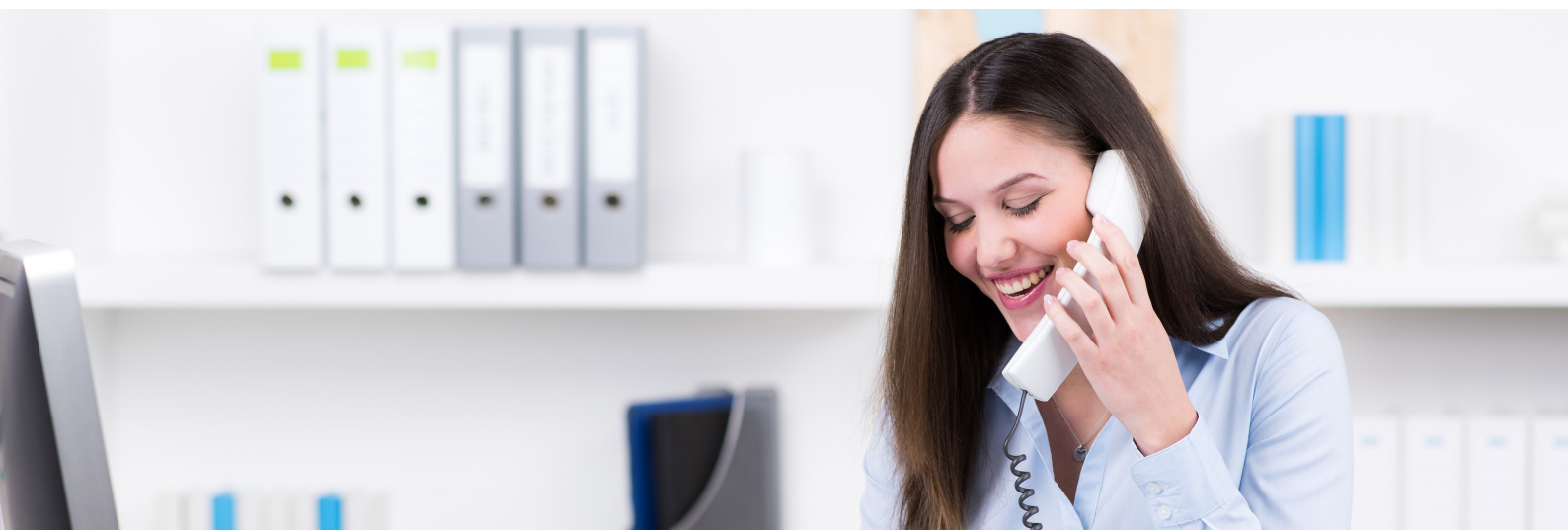


BSB31115 Certificate III in Business Administration (Medical)



Our nationally accredited Certificate III in Business Administration (Medical) provides you with the knowledge and skills needed to work in administration in a medical practice or a hospital. This course will help you to develop an understanding of current industry practices and includes medical terminology.

This course will be delivered in a flexible blend of online and face to face sessions.

NSW Smart & Skilled fees will apply for eligible students for this qualification.

This qualification is also available as a Traineeship

BSB31115 Certificate III in Business Administration (Medical)

Units of Competency

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBINM301	Organise workplace information
BSBITU303	Design and produce text documents
BSBWOR204	Use business technology
BSBWOR301	Organise personal work priorities and development
BSBITU306	Design and produce business documents
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED302	Prepare and process medical accounts
BSBWRT301	Write simple documents

NSW Smart & Skilled fees will apply for eligible students for this qualification.

This qualification is also available as a Traineeship

