

Health and Medical Administration Courses

If you're looking to work in the health industry, or are wanting to upskill, our highly qualified educators will provide you with the training and skills to work in administrative roles across a range of health centres and practices, including:

- hospitals
- specialist and general practices
- aged care facilities
- dentists
- allied health professions.



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Health and Medical Administration Courses

Qualification	HLT37315 Certificate III in Health Administration	Medical Administration
Duration	<ul style="list-style-type: none"> Students have up to six months to complete the program. The program is delivered in a blended mode with students attending three workshops: each four days in duration. These are offered every six to eight weeks throughout the year. Students must commence with Workshop 1, but then can select either Workshop 2 or 3 in the order they wish to complete the program. Students have access and can use practice software with Clinic 2 Cloud. 	<ul style="list-style-type: none"> Students have up to six months to complete the units of competency. The program is delivered in a blended mode with students completing tasks both online and through required attendance at the four one day workshops. <p>Workshops are offered monthly and can be either be:</p> <ul style="list-style-type: none"> four consecutive days, or one day per week over four consecutive weeks. Students have access and can use practice software with Clinic 2 Cloud.
Course outline	<p>Topics covered are:</p> <ul style="list-style-type: none"> All units of competency covered in the Medical Administration short course <p>Additional Units:</p> <ul style="list-style-type: none"> infection control workplace health and safety cultural diversity dealing with behaviours of concern communication in the health care industry organise work priorities contribute to team effectiveness maintaining patient and financial records. 	<p>Topics covered are:</p> <ul style="list-style-type: none"> medical terminology customer service, communication, policy and procedures medical records, privacy and confidentiality, and appointment booking billing processes, Medicare, and private health insurance
Learning outcomes	<p>On successful completion you will graduate with a HLT37315 Certificate III in Health Administration qualification that will carry the Nationally Recognised Training logo.</p> <p>Should you leave the course before your completion you will receive a Statement of Attainment for any units of competence that have been successfully completed, and where tuition fees have been paid in full.</p>	<p>On successful completion participants will receive a statement of attainment for five accredited units:</p> <ul style="list-style-type: none"> BSBMED302 Prepare and process medical accounts BSBMED303 Maintain patient records BSBMED301 Interpret and apply medical terminology appropriately BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment BSBCUS301 Deliver and monitor a service to customers.
Campus locations	South Brisbane	South Brisbane