

## HLT37315 Certificate III in Health Administration 2022

Students must complete three workshops, each comprising of five-day workshops. Students must commence with Workshop 1, but then can select either Workshop 2 or 3 in the order they wish to complete the program.

Workshop 1	Workshop 2	Workshop 3
Mon 31 January – Friday 4 February	Mon 4 April – Friday 8 April	Mon 13 June – Friday 17 June
Mon 7 March – Friday 11 March	Mon 16 May – Friday 20 May	Mon 11 July – Friday 15 July
Mon 1 August – Friday 5 August	Mon 26 September – Friday 30 September	Mon 7 November – Friday 11 November
Mon 29 August – Friday 2 September	Mon 24 October – Friday 28 October	Mon 5 December – Friday 9 December
Unit delivery	Unit delivery	Unit delivery
BSBMED301 - Interpret and apply medical terminology appropriately	CHCCOM005 – Communicate and work in health or community services	BSBPEF301 Organise personal work priorities and development
BSBCUS301 – Deliver a service to customers	CHCCCS020 – Respond effectively to behaviours of concern	BSBTWK201 Work effectively with others
BSBMED305 – Apply the principles of confidentiality, privacy and security within the medical environment	BSBTEC301 – Design and produce business documents	HLTINF001 – Comply with infection prevention and control policies and procedures
BSBMED303 – Maintain patient records	CHCDIV001 – Work with diverse people	HLTWHS001 – Participate in workplace health and safety
BSBMED302 – Prepare and process medical accounts		