

HLT37315




# Certificate III in Health Administration

This course is subsidised under the 2019-2020 Queensland VET Investment Plan administered by the Department of Employment Small Business and Training (DESBT)\*\*



## Enjoy working with people in an energetic environment and have a passion for health and helping others?

The Certificate III in Health Administration will set you up with the skills and knowledge you need to develop your career as an administration worker in the health sector.

-  **Already working in the health sector?** Advance your existing employment with a formal qualification.
-  **Looking to kick-start a career?** With a formal qualification, you can step directly into professional employment.
-  **Want a career change?** Join an industry with a high demand for qualified employees.

Through the course, you will learn how to:

- provide administrative support in a range of health settings

### Career outcomes

- Admissions Clerk
- Health Administrative Worker
- Ward Clerk

### Course details

Start Date	Enrol today and start your online learning at anytime
Study Mode	Online
Course Duration	Up to 18 months to complete 13 units of online theory
Payment Options	Multiple payment options to suit your budget and lifestyle
Co-contribution Fee	\$490 Concession \$790 Non concession *Subject to eligibility

## Why choose Foundation Education



### Flexible Online Study

Our courses are delivered online, so you can study whenever and wherever suits you. This also gives you the flexibility to choose your course length - whether that be the full term of your course or completing your study in as little as six months.



### Dedicated Student Support

Our Support Officers, Assessors and experienced health Technical Advisors will support you from enrolment through to graduation.



### Industry-relevant Courses

Course material is developed in consultation with health experts to equip you with the job-ready skills and up-to-date knowledge required to support your career goals.

## Course units

5 Core and 8 Electives

BSBWOR301	Organise personal work priorities and development
BSBADM307	Organise schedules
BSBADM311	Maintain business resources
BSBWRT301	Write simple documents
BSBCUS301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBRKG301	Control records
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWS001	Participate in workplace health and safety



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