

BSB31115




# Certificate III in Business Administration (Medical)

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 Business Administration (Medical) will set you up with the skills and knowledge you need to develop your career as an administration worker in the medical industry.

-  **Already working in the medical industry?** 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:

- deliver administration support in a range of health care settings




### Career outcomes

- Medical Receptionist
- Medical Records Clerk
- Medical Secretary

### 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

1 Core and 11 Electives

BSBCUS301	Deliver and monitor a service to customers
BSBADM307	Organise schedules
BSBADM311	Maintain business resources
BSBWRT301	Write simple documents
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU307	Develop keyboarding speed and accuracy
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBWHS201	Contribute to health and safety of self and others



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