

FULL CERTIFICATE III (SCORED PROGRAM)

Business (Medical Administration)



BSB30120 CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

What it is

This program trains students how to provide administration support in health-related businesses such as a doctor's office, hospitals, dental practice, physiotherapist and other medical centres.

Students gain essential business admin skills (communication, teamwork, critical thinking) as well as specific training in medical terminology and managing patient records whilst maintaining patient confidentiality.

Note: This program is a perfect choice if you are also studying VCE Business Management, which teaches students the theory on how a business operates.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Assist with maintaining workplace safety BSBWHS311
- ✓ Engage in workplace communication BSBXCM301
- ✓ Support personal wellbeing in the workplace BSBPEF201
- ✓ Use inclusive work practices BSBTWK301
- ✓ Maintain patient records BSBMED303
- ✓ Interpret and apply medical terminology appropriately BSBMED301

SECOND YEAR

- ✓ Write simple documents BSBWRT311
- ✓ Use digital technologies to communicate in a work environment BSBTEC202
- ✓ Organise personal work priorities BSBPEF301
- ✓ Apply Critical thinking skills in a team environment BSBCRT311
- ✓ Apply the principles of confidentiality, privacy and security within the medical environment BSBMED305
- ✓ Manage patient record keeping system BSBMED401
- ✓ Participate in sustainable work practices BSBSUS211

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training,
Barkly Square, 25-39 Barkly Street,
Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 20 to 25 students

2nd Year

Tuesday 1.45pm to 5.00pm

bgt.org.au

JOBS + TRAINING

If you want to work
for a business in
the Health Industry,
then this program is
for you!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Full Qualification – Certificate III in Business (Medical Administration)
(once all units are satisfactorily completed)

Learn more

Certificate IV in Health Administration HLT47321

Certificate IV in Business BSB40120

Certificate IV in Leadership and management BSB40520

Diploma of Business BSB50120

Business Traineeship

Employment

Job roles could include Medical Receptionist, Ward Clerk, Dental Receptionist, Admissions Clerk, Medical Secretary, Clinic Administrator.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2YUCt8m>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.

