Hello there, our dream is to help you make great happen.

Move your career forward

This qualification reflects the role of individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Medical Receptionist
- Medical Records Clerk
- Medical Secretary

Location/S

Online

Duration

Online: Varies

Course delivery options

Workload
LOCATION
DELIVERY
Online
Online

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

http://tafeeastcoast.edu.au/course/15097

What are my payment options?

For more information about the costs associated with undertaking an apprenticeship, please give us a call.

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 188. We’re here to help.

Entry requirements

Course Entry Requirements (eg Training Package Requirements / TQEC Requirements)
Apprentices...more online

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection to...more online

Outcome

BSB31115 Certificate III in Business Administration (Medical) - Traineeship

Job prospects

- Medical Receptionist
- Medical Administrator

Units

To achieve this qualification you will need to complete:

Core Competencies: 2
Elective Competencies: 11

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

Elective

BSBMED304 Assist in controlling stocks and supplies

Elective

Are you ready to take the next step on your path to great?

Enrol today to secure your spot in this course.

How to enrol

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

More info:
http://tafeeastcoast.edu.au/study-with-us/career-

Accurate as at 2 November 2017. For the latest information see:
http://tafeeastcoast.edu.au/course/15097

RTO 0275
CRICOS 03020E
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBMED303</td>
<td>Maintain patient records</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU307</td>
<td>Develop keyboarding speed and accuracy</td>
<td>Core</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce test documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU302</td>
<td>Create electronic presentations</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM307</td>
<td>Organise schedules</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Disclaimer**

Not all electives available at all campuses.