Empowering Lifelong Learning

HLT37315

CERTIFICATE III IN HEALTH ADMINISTRATION

Study With Axial Training To Get The Skills and Succeed

This qualification suits the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision.

They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

Axial's qualified trainers will help students understand the theoretical and practical aspects of the course to support their success.

Study Mode	Classroom and Online
Duration of Course	12 Months
Total Units	13 [5 Core & 8 Elective]

Entry Requirements

Minimum Age

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.

Requirements

You will need to have access to a Lap Top or Desk Top Computer with working speakers or headphones and a suitable, reliable internet connection.

Career Outcomes

Health Administrative Worker
Admissions Clerk
Medical receptionist
Medical administration
Ward clerk
Medical records clerk
Medical secretary

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Pathways To Further Study

Certificate III in Disability / Home & Community

Certificate IV Ageing,

Certificate IV Disability,

Certificate IV in Leisure and Health,

Certificate IV in Allied Health,

Diploma of Mental Health,

Diploma of Nursing .

Course Units

Core:

CHCDIV001	Work with diverse people
CHCCOM005	Communicate and work in health or community services
HLTWHS001	Participate in workplace health and safety
BSBMED301	Interpret and apply medical terminology appropriately
HLTINF006	Apply basic principles and practices of infection prevention and control

Elective:

CHCCCS010	Maintain a high standard of service
BSBITU306	Design and produce business documents
BSBMED303	Maintain patient records
BSBINM301	Organise workplace information
CHCLEG001	Work legally and ethically
CHCCCS020	Respond effectively to behaviours of concern
BSBFLM312	Contribute to team effectiveness
CHCCOM001	Provide first point of contact

connect with us for more

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