

HLT47315

CERTIFICATE IV IN HEALTH ADMINISTRATION

Study With Axial Training To Get The Skills and Succeed



The nationally accredited Certificate IV in Health Administration teaches you how to understand and apply medical terminology, manage patient record-keeping systems and contribute to the organisational effectiveness of the health industry. In addition to this, you will learn a variety of customer service strategies which will allow you to provide quality client care in a range of medical and health care environments.

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	24 Months
Total Units	14 [6 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

- Executive Assistant
- Practice Manager
- Health Administration Supervisor
- Senior Clinical Coder
- Ward Clerk
- Medical Records Section Leader

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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
CHCLEG001	Work legally and ethically
HLTWHS003	Maintain work health and safety
BSBLDR402	Lead effective workplace relationships
BSBMED301	Interpret and apply medical terminology appropriately
BSBMGT403	Implement continuous improvement

Elective:

CHCCOM005	Communicate and work in health or community services
HLTINF006	Apply basic principles and practices of infection prevention and control
BSBITU306	Design and produce business documents
CHCCCS010	Maintain a high standard of service
BSBCUS403	Implement customer service standards
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLED401	Develop teams and individuals
CHCCCS020	Respond effectively to behaviours of concern

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