

# HLT37315 CERTIFICATE III IN HEALTH ADMINISTRATION

Study With Axial Training Whilst At School To Get  
The Skills and Succeed



This course reflects the role of administrative workers and medical receptionists and provides the successful student with entry level certification to begin a health administration career.

This course will teach students how to maintain patient and financial records, manage information and resources and contribute to innovation in the workplace. The Certificate III in Health Administration equips the student with knowledge of medical terminology and develops an understanding of how to implement infection control policies and work health and safety processes.

<b>Study Mode</b>	School Based - VETIS
<b>Duration of Course</b>	12 Months
<b>Total Units</b>	13



## Course Units

- > CHCDIV001 Work with diverse people
- > 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
- > CHCCOM005 Communicate and work in health or community services
- > HLTWHS001 Participate in workplace health and safety
- > BSBMED301 Interpret and apply medical terminology appropriately
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > CHCCCS010 Maintain a high standard of service
- > BSBITU306 Design and produce business documents
- > BSBMED303 Maintain patient records

### Use this course as an employment pathway as a:

- > Health Administrative Worker
- > Ward Clerk
- > Admissions Clerk
- > Medical Receptionist
- > Medical Administration
- > Medical Records Clerk
- > Medical Secretary

# AXIAL<sup>TM</sup> TRAINING

*- in schools*

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