

# HLT47315 CERTIFICATE IV IN HEALTH ADMINISTRATION

Study With Axial Training Whilst At School 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.

<b>Study Mode</b>	School Based - VETIS
<b>Duration of Course</b>	12 Months
<b>Total Units</b>	14



## Course Units

- > 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
- > CHCCOM005 Communicate and work in health or community services
- > HLTINF001 Comply with infection prevention and control policies and procedures
- > 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

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

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

# AXIAL™ TRAINING

*- in schools*

## Axial Training and International College – Head Office

Level 1, 33 Brandl Street  
EIGHT MILE PLAINS QLD 4113

## Axial Training and International College

– Nth Qld Office and Townsville International Campus  
382 Sturt Street  
TOWNSVILLE QLD 4810

## Axial International College – Brisbane Campus

Level 1, 44 Ferry Street  
KANGAROO POINT QLD 4169

Phone: 1300 729 425

Email: [connect@axial.edu.au](mailto:connect@axial.edu.au)

Web: [www.axial.edu.au](http://www.axial.edu.au)

RTO 2437

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