

# BSB31115

## Certificate III in Business Administration (Medical)

### training—where knowledge + health meet

AMA Skills Training is a business unit of Australian Medical Association (South Australia) Inc., which is the peak representative body for the medical profession formed in 1879. AMA Skills Training is a Registered Training Organisation (RTO No. 40880) under ASQA Standards for Registered Training Organisations (RTOs) 2015.

We were established to develop and deliver training specifically for the Primary Health Care sector and to issue parchments/certificates and statements of attainment for nationally accredited qualifications and units of competency.

All our courses are based on a blended delivery:-

- ▶ face to face
- ▶ self paced learning
- ▶ workplace learning
- ▶ webinars
- ▶ online
- ▶ RPL

Our flexible delivery focuses on practical components of study as well as real work situations with choices of delivery times.

Our delivery staff include members of the Health workforce who are practitioners with extensive and current experience in the health Industry.

### Course Description

This qualification is suitable for those working in various medical administration contexts. Individuals may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team.

### Occupational Titles

Occupational titles for these workers may include:-

- ▶ Medical Receptionist
- ▶ Medical Administration Assistant
- ▶ Medical Records Clerk
- ▶ Information Desk Clerk
- ▶ Medical Secretary

### Course Scope

This course is nationally recognised and requires 13 units for award of the qualification.

- ▶ 2 core units
- ▶ 11 elective units

Further information will be provided at the course induction session.

For more information please contact:

**Training Manager**

AMA House | 2nd Floor, 8/161 Ward Street | North Adelaide SA 5006

PO Box 134 | North Adelaide SA 5006

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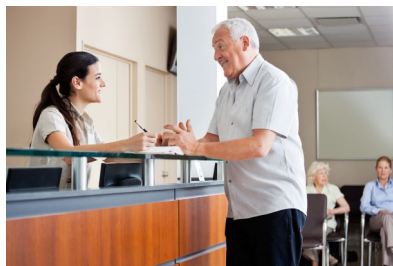
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### Units of Competency

Code	Title
<b>Core Units</b>	
BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
<b>Elective Units</b>	
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED304	Assist in controlling stocks and supplies
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBADM307	Organise schedules
BSBFIA303	Process accounts payable and receivable
BSBWRT301	Write simple documents
BSBCMM301	Process customer complaints
BSBITU303	Design and produce text documents
CHCDIV001	Work with diverse people



In partnership with AMA(SA) Inc & sapmea

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