

# BSB30120

## Certificate III in Business (Medical Administration)

### 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. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may 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.

- ▶ 6 core units
- ▶ 7 elective units

For more information please contact:

**Training Manager**  
 Level 1, 175 Fullarton Road, Dulwich SA 5065  
 PO Box 134 | North Adelaide SA 5006  
 P | 8361 0162  
 F | 8361 0199  
 E | [training@amaskillstraining.org.au](mailto:training@amaskillstraining.org.au)  
 W | [www.amaskillstraining.org.au](http://www.amaskillstraining.org.au)



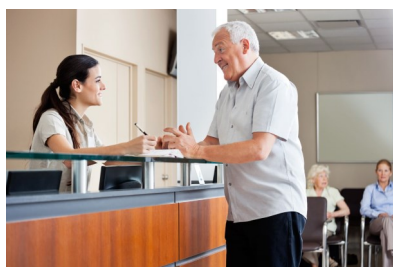
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### Units of Competency

Code	Title
<b>Core Units</b>	
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication
<b>Elective Units</b>	
BSBMED301	Interpret and apply medical terminology appropriately
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
BSBOPS303	Organise schedules
BSBTEC301	Design and produce business documents
BSBTEC302	Design and produce spreadsheets



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