



SKILLS TRAINING

RTO No 40880

STUDY MODES:

Online

Course Duration (approx.)

Fulltime 12mths

Part-time 24mths

WEEKLY STUDY COMMITMENT:

Fulltime – 25hrs (min)

Part-time –

12.5hrs (min)

Resources Required:

Computer

Internet & Email

Microsoft Word, Teams

Job Trainer/Subsidies

Eligibility criteria applies



BSB30120 – Certificate III in Business (Medical Administration)

training – where knowledge and health meet

About AMA Skills Training

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

Course Description

This qualification is suitable for those working in various medical administration contexts. It is likely that individuals will be 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.

Entry Requirements

Must be over the age of 17

Able to obtain all required clearances

Must complete all assessment requirements

Have basic to intermediate computer skills

Complete all required enrolment processes including:

Successfully completing FFS Language, Literacy and Numeracy test (Fee for Service Students)

Successfully completing Upfront Assessment of Need process including Language, Literacy and Numeracy test (Students who are eligible for subsidised funding/Job Trainer)

Course Costs:

Fee for Service \$3000.00

*Subsidised \$400.00

*Job Trainer \$125.00

*Subject to eligibility criteria

RPL \$100.00

Police/DHS/NDIS Checks \$65.45**

** Subject to change

Re-enrolment Fee (if you do not complete within timeframe) \$150.00

Enrolment Deposit of \$50.00 payable at time of enrolment



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Government of South Australia



For more information please contact:

Training Manager

Level 1, 175 Fullarton Road, Dulwich SA 5065

PO Box 685, Fullarton SA 5063

P: 8361 0162

Email: training@amaskillstraining.org.au

Website: www.amaskillstraining.org.au

HLT47315 - Certificate III in Business (Medical Administration)

Units of Competency

Code	Title	Nominal hours
Core Units		
BSBCRT311	Apply critical thinking skills in a team environment	40
BSBPEF201	Support personal wellbeing in the workplace	50
BSBSUS211	Participate in sustainable work practices	20
BSBTWK301	Use inclusive work practices	30
BSBWHS311	Assist with maintaining workplace safety	40
BSBXCM301	Engage in workplace communication	40
Elective Units		
BSBMED301	Interpret and apply medical terminology appropriately	60
BSBMED302	Prepare and process medical accounts	30
BSBMED303	Maintain patient records	20
BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment	20
BSBPEF301	Organise personal work priorities	30
BSBTEC301	Design and produce business documents	80
BSBWRT311	Write simple documents	30

Learning Pathways

Students successfully completing this qualification could consider further study in:

- Diploma in Leadership and Management

Occupation and Career Pathways

Medical receptionist

Medical records clerk

Medical secretary

Medical Administration Assistant Information desk clerk

Student Support

Students eligible for subsidised training can access Learner Support Services.

All students can access their trainer/assessor through the online portal, telephone, or make an appointment to meet at AMA Skills Training.

Quality and Excellence



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