

HLT47315

Certificate IV in Health 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 reflects the role of individuals who work in a senior operational or team leading role in the health industry.

Occupational Titles

Occupational titles for these workers may include:-

- | | | |
|-----------------------------|--------------------|-------------------------------------|
| ▶ Administration Supervisor | ▶ Practice Manager | ▶ Senior Clerk |
| ▶ Executive Assistant | ▶ Ward Clerk | ▶ Medical Records Section Leader |
| ▶ Senior Clinical Coder | ▶ Business Manager | ▶ Team Leader for Clinical Services |

Course Scope

This course is nationally recognised and requires 14 units for award of the qualification.

- ▶ 6 core units
- ▶ 8 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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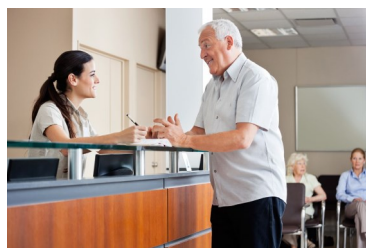
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Units of Competency

Code	Title
Core 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
Elective Units	
CHCCOM006	Establish and manage client relationships
BSBAUD402	Participate in a quality audit
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR403	Lead team effectiveness
BSBMED401	Manage patient record keeping system
CHCPRP003	Reflect on and improve own professional practice



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