

Certificate III in Business (Medical Administration)

BSB30120



A SPECIALIST MEDICAL ADMINISTRATION COURSE TO HELP YOU ENTER A REWARDING CAREER IN MEDICAL RECEPTION

The Certificate III in Business (Medical Administration) focuses on the specialist skills needed to work as a medical receptionist. You will learn about medical terminology, Medicare accounts, skills to manage medical supplies and how to manage patient appointments.

The Skills to Succeed

Being a medical receptionist is a rewarding role. In this course, you will benefit from specialist medical receptionist skills as well as an all-round business qualification.

Subject Choices

- Work Effectively in Medical Administration
- Key Communication Skills in Medical Administration
- Maintain Medical Records
- Mid Course Survey
- Maintain Workplace Safety and Wellbeing
- Contribute to Sustainable Work Practices
- Process and Action Medical Accounts
- Practical Word Processing
- Practical Spreadsheets

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business \(Medical Administration\)](#) page.