



**Australian  
College**  
of Commerce & Management  
RTO ID: 1441

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# Certificate III in Business (Medical Administration)

## BSB30120

*A specialist course that focuses on industry practices is key to starting a rewarding career in medical administration and reception*

the  
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difference

*ACCM College's online program reflects over 25 years of meeting our employers' needs.*

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- **Coaching and ongoing support** is part of our service.
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## Foundation Skills

- Effective workplace communication
- Workplace safety and sustainability
- Inclusive practices and personal wellbeing
- Word processing and spreadsheets

## Specialty Skills

- Patient confidentiality and privacy
- Managing medical stocks and supplies
- Use medical terminology correctly
- Maintaining patient records
- Processing medical accounts



*To see enrolment fees for your region, please click or scan the QR code*

[courses@accm.edu.au](mailto:courses@accm.edu.au)

# CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

## BSB30120

### COURSE DESCRIPTION:

The BSB30120 Certificate III in Business (Medical Administration) focuses on the specialist skills needed to work in Medical Administration. Your staff will learn about medical terminology, Medicare accounts, skills to manage medical supplies and how to manage patient appointments.

SUBJECT	UNIT	CODE	DURATION (weeks)
Work Effectively in Medical Administration	• Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305	6
	• Assist in controlling stocks and supplies	BSBMED304	
	• Organise personal work priorities	BSBPEF301	
Key Communication Skills in Medical Administration	• Engage in workplace communication	BSBXCM301	9
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
	• Interpret and apply medical terminology appropriately	BSBMED301	
Maintain Medical Records	• Collect and record data	BSBDAT201	7
	• Maintain patient records	BSBMED303	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	6
	• Support personal wellbeing in the workplace	BSBPEF201	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Process and Action Medical Accounts	• Prepare and process medical accounts	BSBMED302	7
Practical Word Processing	• Design and produce business documents	BSBTEC301	6
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4

*If you would like to discuss additional electives, please contact us.*