

Certificate III in Business Administration (Medical)

BSB31115



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

The Certificate III in Business Administration (Medical) focusses 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. As well as understanding the workings of a medical practice you will develop essential touch typing skills.

The Skills to succeed

Being a medical receptionist is a rewarding role. In this course the electives allow a choice of specialisation in Microsoft Office applications such as Word, Excel, PowerPoint presentations and desktop publishing. Or select the option of accounts clerical electives. Either way you will benefit from specialist medical receptionist skills as well as an all-round administration qualification that can be tailored to suit your needs.

Subject Choices 1 - 2 electives are required (depending on subjects chosen)

- Medical Receptionist
- Medical Language and Documents
- Keyboarding and Business Technology
- Workplace Safety
- Work in a Medical Environment
- Word Processing - An Introduction (E)
- PowerPoint Presentations (E)
- Spreadsheets - An Introduction (E)
- Desktop Publishing Introduction (E)

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 Administration \(Medical\)](#) page.