Certificate IV in Health Administration

HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

Want to work in health?
Give your career a boost and become an important part of the health care sector. Gain the skills and knowledge to provide high-level administrative functions in health services, work autonomously and as a senior member of staff in an administrative team.

LOCATION/S
External

DURATION
Online: up to 18 months

Course delivery options
<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>External</td>
<td>Online, Recognition of prior learning (RPL)</td>
<td></td>
</tr>
</tbody>
</table>

Entry requirements
This course has no formal pre-requisites. Ideal for those currently working in health

Resources required
Internet access: for access to the iConnect interactive classes and learning management system.
Textbooks

RPL Pricing:
Full Fee: $2,520.00; Government Funded Subsidised Fee: $742.00; Government Funded Subsidised Concession Fee: $70.00
For more information visit:
tafenorth.edu.au/study-with-us/enrolment-fees/course-fees

FULL FEE | $2,520 - $4,396
This is the total cost of the course.

SUBSIDISED | $742
The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $70
You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans’ Affairs Pensioner Concession Card, or if you have a disability. Further information about concessions.

Got a question?
Enquire about your full fee study options

Accurate as at 21 February 2018. For the latest information see: tafenorth.edu.au/course/15523

RTO 0275
CRICOS 03020E
Outcome

HLT47315 Certificate IV in Health Administration

On completion of the Certificate IV in Health Administration you may consider career opportunities such as Health Assistant Manager and Health Supervisor. You could further expand your vocational opportunities by progressing to the Diploma of Practice Management (HLT57715) leading to employment in Supervisory or clinical practice management; residential facilities and related support services whether in institutions, in community based settings or in other medical ancillary services.

Job prospects
- Practice Managers
- Senior Office Administrator
- Office Manager

Units

Students need to successfully complete 14 units to gain the qualification; 6 core and 8 elective units. You are required to select 8 of the 12 elective units listed below.

All electives will contribute to a valid, industry-supported vocational outcome.

All the units below are eligible for Credit transfer directly to Diploma of Practice Management (HLT57715)

BHBMED301 - Interpret and apply medical terminology appropriately
BSBRSK501 - Manage risk
CHCPRP003 - Reflect on and improve own professional practice
HLTADM001 - Administer and coordinate Telehealth services
HLTADM004 - Manage health billing and accounting system

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTWHS006</td>
<td>Manage personal stressors in the work environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBBLR402</td>
<td>Lead effective workplace relationships</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMG7403</td>
<td>Implement continuous improvement</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS003</td>
<td>Maintain work health and safety</td>
<td>Core</td>
</tr>
<tr>
<td>BSBICU401</td>
<td>Coordinate implementation of customer service strategies</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBICU402</td>
<td>Address customer needs</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBIN301</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBBLR403</td>
<td>Lead team effectiveness</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRHR405</td>
<td>Support the recruitment, selection and induction of staff</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRMED401</td>
<td>Manage patient recordkeeping system</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRWOR404</td>
<td>Develop work priorities</td>
<td>Elective</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
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Disclaimer

Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:
- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and knew which payment option is right for you (under the costs tab)
- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:
tafenorth.edu.au/study-with-us/enrolment-fees/enrol

Enrolment options

By telephone: 1300 666 959. In person: at any TAFE Queensland North location.

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.

More info:
tafenorth.edu.au/study-with-us/career-changers-jobseeker/recognition-prior-learning/

Make your future happen

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