Certificate III in Health Administration

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

Want to work in health?

Students undertaking this qualification and be equipped to provide high-level secretarial, reception and administration services, across a wide cross-section of the health profession and have the tools to deliver quality patient care and customer service. Skills covered include, management of client files and records, administration and processing of medical accounts, co-ordination of appointments, referrals, schedules and other office correspondence. Health administration staff are expected to deal effectively and professionally with a wide range of clients both over-the-counter...

LOCATION/S
Cairns

DURATION
Blended: 12 months / 1 night per week, optional additional tutorial

Course delivery options
WORKLOAD LOCATION DELIVERY
1 night per week, optional additional tutorial Cairns Blended

Key dates
For key start dates for each location visit the online brochure for this course (under the course details tab).

tafenorth.edu.au/course/10869

Entry requirements
No entry requirements are specified. Students will have their skills, attributes, experience...

Resources required
A USB stick and Internet access is required.

Important Information
Next information session:...

What are my payment options?
No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 656 959. We're here to help.

Prices are subject to change...

FULL FEE | $3,666
This is the total cost of the course.

SUBSIDISED | $1,066
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 | $508
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 24 April 2018. For the latest information see:
tafenorth.edu.au/course/10869

RTO 0275
CRICOS 03020E
Outcome

HLT37315 Certificate III in Health Administration.

Careers available include medical receptionist, medical administrator, hospital administrator, admissions clerk, clinical coding clerk, administrative worker, ward clerk, dental receptionist, allied health receptionist or veterinary receptionist. After completing this qualification, students may choose to study the Certificate IV in Health Administration to further enhance their knowledge, skills and employment opportunities.

Job prospects
- Medical Receptionist
- Medical Administrator
- Admissions Clerk

Units

Students need to successfully complete 13 units to gain the qualification; 5 core and 8 elective units.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>CHCCOM005</td>
<td>Communicate and work in health or community services</td>
<td>Core</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>Core</td>
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<tr>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
<td>Core</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
<td>Core</td>
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<tr>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
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<tr>
<td>BSBMED305</td>
<td>Apply the principles of confidentiality, privacy and security within the medical environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED303</td>
<td>Maintain patient records</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMED302</td>
<td>Prepare and process medical accounts</td>
<td>Elective</td>
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<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
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<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>Elective</td>
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<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationships</td>
<td>Elective</td>
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<tr>
<td>BSBITU306</td>
<td>Design and produce business documents</td>
<td>Elective</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 know 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 656 959. 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

Connect with TAFE on Facebook

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