

Medical Administration Training

(Part of Cert III in Business Medical Administration BSB31107)

Our Medical Administration course is designed to assist you gain the skills, knowledge & attitude needed to pursue a career in a medical office, private or public hospital, specialist practice or any area of medical administration. You will learn about the medical culture and how a practice works.



Adept Training has great employment opportunities for our students; while we do not guarantee to place you in a job, many health care organisations recruit from our courses. The course is run by a qualified trainer who has years of experience working in health administration and a medical office. We aim to make the course as interactive as possible and encourage students to participate in classroom activities.

On successful completion of this course you will be awarded an Accredited Statement of Attainment for the units: "Prepare and process medical accounts BSBMED302B" and "Interpret and apply medical terminology appropriately BSBMED301B" towards Certificate III in Business Medical Administration BSB31107. This is a Nationally Recognised Qualification.

The course is run over 4 Saturdays from 10am – 4.30pm

Cost: **\$550** (there is no concession price for this course)

-Interpret and apply medical terminology appropriately taken alone \$350 (10am – 1.00pm, *except for day 1 finish 4.30pm*)

-Prepare & Process Medical Accounts taken alone \$350 (1.30pm – 4.30pm)

-Both units combined = \$550

A 10% discount applies when fees are paid 7 days or more before course commences.

Fee includes all course materials, papers, a manual to keep, (plus a **free medical dictionary for the Medical Terminology unit**).

Bookings are essential and we recommend that you book 2 weeks in advance to secure your place.

Total fees must be paid before course commencement. You can pay by cheque, money order, credit card, EFTPOS or cash at the office. You cannot pay the trainer at the course.

Once we have received your completed registration form and full payment, we will send you a confirmation letter. You need to bring this letter with you to the course.

Interpret and apply medical terminology appropriately – BSBMED301B

During this unit you will learn about how to interpret and understand medical terminology, which is an integral part of being a medical receptionist. Understand medical terms, procedures & specialists including prefixes, suffixes, root words, abbreviations and basic anatomy. You will learn how to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.

Prepare and Process Medical Accounts – BSBMED302B

In this unit you will learn how to accurately provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients. You will also learn about Occupational Health & Safety and maintaining & monitoring infection control in a medical practice.

Students must complete the homework and return to Adept Training within 3 months of course completion or further fees will apply for re-assessment. No responsibility is taken for lost assignments; students must ensure they keep a copy of their work unless giving it directly to their facilitator.

Once you have completed your medical administration course you may choose to further your knowledge and skills by completing;

- First Aid Certificate – this is not compulsory, but many employers look favourably on this certificate
- Dictaphone typing is also a valuable skill – you can complete sessions to become familiar and competent at using a digital Dictaphone system at our Harris Park office.



Medical Administration Course Dates 2010

Course code	Day	Venue	Start and finish dates	Training days
MALP110	Saturday	Liverpool	March 6 th , 13 th , 20 th & 27 th	4 x Saturdays
MAHP210	Saturday	Harris Park	July 3 rd , 10 th , 17 th & 24 th	4 x Saturdays
MACT210	Saturday	Campbelltown	September 4 th , 11 th , 18 th & 25 th	4 x Saturdays

Our course dates are released for the year in advance – these dates may change, we apologise for any inconvenience; please check our website for updates. Courses are run subject to minimum numbers.

This course is part of the Qualification for Cert III in Business Medical Administration; on successful completion you will receive a Statement of Attainment for the units

BSBMED301B – Interpret and apply medical terminology appropriately

BSBMED302B – Prepare and process medical accounts

Payment:

You can pay by cheque, money order, credit card, EFTPOS, or cash at the office. You cannot pay the trainer at the course. To be eligible for the concession fees; you must provide a full pensioner concession card. This must be sighted at the time of booking, or normal fees will apply. Once we have received a completed registration form and full payment, we will send you a confirmation letter.

Terms Conditions and Cancellation Policy – Language, Literacy & Numeracy Requirements:

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

Terms, conditions & cancellation policy:

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on our website: www.adepttraining.com.au

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances. A full refund will be given if cancelled 2 weeks or more before course, a 50% refund will be given if cancelled 1 week or more before course. No refund will be given if cancelled within 7 days of course commencing or if you fail to attend or complete the course. In these circumstances a place will be arranged in an appropriate future course, within 12 months. If you are unable to attend the course you have registered for you may send someone in your place. For all cancellations \$95 (inc. GST) administration fee will be charged, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us. All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement. Please ensure that you have the required level of English literacy & comprehension to attend one of our courses & meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.

