

# RecruitTrain

GET ON BOARD



## CERTIFICATE III BUSINESS ADMINISTRATION (MEDICAL)

TAFE - 8 weeks full-time

All course materials are included in course fees

- Develop keyboarding speed and accuracy
- Participate in OHS processes
- Interpret and apply medical terminology
- Prepare and process medical accounts
- Assist in controlling stock and supplies
- Maintain patient records
- Apply the principles of confidentiality, privacy & security within a medical environment
- Organise schedules
- Produce spreadsheets
- Design and produce business documents
- Write simple documents
- Work effectively with diversity
- Organise personal work priorities and development
- PracSoft and Medical Director

The next Certificate III in Business Administration (Medical) starts 31/08. Course runs Monday, Tuesday and Wednesday each week.

## THE PRINCIPLES OF MEDICAL RECEPTION - SHORT COURSE

6 weeks part-time

All course materials are included in course fees

- Background to medical reception
- The medical office
- Medical accounts
- Basic medical terminology
- PracSoft and Medical Director

The Principles of Medical Reception Course runs every Friday.

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