



Learn for Life

BSB30120 Certificate III in Business (Medical Administration)

Boost your career in business and learn the skills and knowledge you need to prepare you for jobs across a diverse range of industries..



Duration:
6 - 12 months



Method:
Online, RPL



Payment:
Upfront, Pay Per Unit



Funding:
Certificate 3 Guarantee, User Choice

What can I expect?

Are you looking to enter the business world with an eye on future possibilities? Whether you are looking to kickstart your business career or develop your knowledge, this qualification will help you build your practical skills and is designed to help you progress your career, opening opportunities for new roles.

You will learn and consolidate skills for your chosen career and transfer your practical skills and fundamental operational knowledge to real outcomes. With a focus on building your understanding of technology, processes and systems, you will complete your studies feeling confident to apply for your chosen role.

Career Pathway Potential



Personal Assistant



Receptionist



Data Administrator



Medical Administrator

Qualification Structure

Total Number of Units: 13

✓ **6 Core Units**

✓ **7 Elective units**



Core Units:

BSBPEF201

Support personal wellbeing in the workplace

BSBCRT311

Apply critical thinking skills in a team environment

BSBTWK301

Use inclusive work practices

BSBSUS211

Participate in sustainable work practices

BSBWHS311

Assist with maintaining workplace safety

BSBXCM301

Engage in workplace communication

Elective Units:

BSBTEC201

Use business software application

BSBMED301

Interpret and apply medical terminology appropriately

BSBMED305

Apply the principles of confidentiality, privacy and security within the medical environment

BSBMED303

Maintain patient records

BSBMED401

Manage patient record keeping system

BSBPEF301

Organise personal work priorities

BSBWRT311

Write simple documents



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable