



Learn for Life

HLT47321 Certificate IV in Health Administration

This qualification reflects the role of individuals who work in operational or team leading roles in health administration



Duration:
12 - 24 months



Method:
Online, RPL



Payment:
Upfront, Pay Per Unit



Funding:
Certificate 3 Guarantee

What can I expect?

Move into a senior or leadership role in health administration, expand your options within the healthcare and medical industries, and fast-track your career by gaining the essential skills and knowledge needed with a Certificate IV in Health Administration.

This certificate qualifies workers who support the effective functioning of health services at a senior operational level. These workers may also lead teams, provide workplace training, or perform a leading hand function. They do not deliver direct care to clients.

Career Pathway Potential



Health Admin Supervisor



HR Assistant



Medical Practice Assistant



Telehealth Administration Officer

Qualification Structure

Total Number of Units: 15

- ✓ **9 Core Units**
- ✓ **6 Elective units**



Core Units:

BSBMED305

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

CHCCCS020

Respond effectively to behaviours of concern

CHCCOM005

Communicate and work in health or community services

CHCDIV001

Work with diverse people

CHCLEG001

Work legally and ethically

HLTADM010

Facilitate a coordinated approach to client care

HLTCCD003

Use medical terminology in health care

HLTINFO07

Implement and monitor infection prevention and control standards, policies and procedures

Elective Units:

You may select up to 6 elective units from the list below. An Educator will be able to assist you with your elective unit selection.

BSBHRM413

Support the learning and development of teams and individuals

BBSBHRM415

Coordinate recruitment and onboarding

BBSBLDR414

Lead team effectiveness

BSBMED401

Manage patient recordkeeping system

BSBOPS504

Manage business risk

BSBPEF402

Develop personal work priorities

BSBSTR401

Promote innovation in team environments

BSBSUS411

Implement and monitor environmentally sustainable work practice

HLTINFO06

Apply basic principles and practices of infection prevention and control



Workplace Requirement

Not applicable

Entry Requirements:

Not applicable