COLLEGE AUSTRALIA

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,
Payment Plan

Funding:
Career Boost

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**

Nationally Recognised Training

Skills Assure
Proud to be a Queensland Government subsidised training provider

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

HLTINF007
Implement and monitor infection prevention and control standards, policies and procedures

Elective Units:

Select 6 elective units from below

BSBHRM413
Support the learning and development of teams and individuals

BSBHRM415
Coordinate recruitment and onboarding

BSBLDR414
Lead team effectiveness

BSBMED401
Manage patient recordkeeping system

BSBOPS504
Manage business risk

BSBPEF402
Develop personal work priorities

BSBSTR401
Promote innovation in team environments

BSBINS408
Provide information from and about records

HLTINF006
Apply basic principles and practices of infection prevention and control

BSBMED302
Prepare and process medical accounts

Workplace Requirement

Not applicable

Entry Requirements:

Not applicable

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Visit our website ca.edu.au or call us on 07 3255 0506 for more information and current pricing. All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice. V26.0

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