Business Online
Certificate III in Business Administration (Medical)

Gain the skills you need to work as a medical administrator. You will develop intermediate computing skills using Microsoft Office 2010 and learn how to use Pracsoft, including Waiting room, Appointment Book, Patient Details Billing and Banking reports functions used in a large number of medical practices.

TAFE NSW Course No: 11739 | National Code: BSB31112 | Nationally Recognised Training
This course is delivered online.

Course delivery
This online program allows you to complete your Certificate III in Business Administration (Medical) within a year. Studying online, anywhere, anytime, means you can control your own learning at a pace you are comfortable with. We advise students work about ten hours per week (guideline only) in order to complete the qualification. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires thirteen (13) units of competency. The units delivered in this course are:

- BSBITU307A  Develop keyboarding speed and accuracy
- BSBWHS201A  Contribute to the health and safety of self and others
- BSBITU302B  Create electronic presentations
- BSBITU303A  Design and produce text documents
- BSBITU304A  Produce spreadsheets
- BSBITU306A  Design and produce business documents*
- BSBITU309A  Produce desktop published documents
- BSBADM307B  Organise schedules
- BSBWRT301A  Write simple documents
- BSBWOR204A  Use business technology*
- BSBMED301B  Interpret and apply medical terminology appropriately
- BSBMED302B  Prepare and process medical accounts
- BSBMED303B  Maintain patient records
- BSBADM304B  Assist in controlling stocks and supplies
- BSBADM305B  Apply the principles of confidentiality, privacy and security within a medical environment

* Students will be given Recognised Prior Learning (RPL) for those units marked with an asterisk on successful completion.
Career Opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as a medical receptionist, medical records clerk or medical secretary, this course allows you to learn and apply your skills and knowledge in a flexible way that suits you.

Career pathways
Students who complete this course may continue with a pathway that leads to an Advanced Diploma course from the BSB07 Business Services Training Package. After achieving this qualification candidates may undertake BSB40507 Certificate IV in Business Administration. Students who complete a Diploma or Advanced Diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at the Northern Sydney Institute’s Crows Nest Campus. For further information about our degree programs go to www.nsi.edu.au/degreeprograms.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited towards a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4518.

Terms and Conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 12 July 2013. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.