HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

It's your time to make a difference

If you're looking to gain business administration skills for a career in the growing healthcare industry, TAFE Queensland East Coast has the perfect course for you. Certificate III in Business Administration (Medical) is designed to provide you with the skills necessary to successfully work in a medical environment.

Whether you're interested in a small medical practice or a hospital setting this program covers all the necessary skills to get you on your way - including, maintaining patient records, stock and supplies control, keyboarding speed and accuracy.

...more online

LOCATION/S

DURATION

Blended: up to 12 months

Course delivery options

WORKLOAD LOCATION DELIVERY

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafeeastcoast.edu.au/course/9829

Entry requirements

Course Entry Requirements

It is highly recommended that students have successfully

...more online

Resources required

Please see the relevant documents section for any relevant booklists, uniform and resource kit lists required for this

...more online

What are my payment options?

No matter what your circumstances, TAFE Queensland East Coast has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 666 188. We're here to help.

...more online

FULL FEE | $2,655

This is the total cost of the course.

Enquire about your full fee study options

SUBSIDISED | $993

The Queensland Government will offset the cost of study for eligible students. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | $439

You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans' Affairs Pensioner Concession Card, or if you have a disability.

Outcomes

BB31115 Certificate III in Business Administration (Medical)

Job prospects

Medical Receptionist

Medical Administrator

Units

To achieve this qualification you will need to complete:

Core Competencies: 2

Elective Competencies: 11

Further Study: Certificate IV in Business Administration

Phase 1 - January 2019

Outcome

BBNWHS201

Contribute to health and safety of self and others

Core

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)

Accurate as at 19 April 2018. For the latest information see:
tafeeastcoast.edu.au/course/9829

RTO 0275

CRICOS 03020E
### Phase 2 - April 2018
- **BSBADM307**: Organise schedules  
  Elective
- **BSBITU302**: Create electronic presentations  
  Elective
- **BSBITU303**: Design and produce text documents  
  Elective
- **BSBCUS301**: Deliver and monitor a service to customers  
  Elective
- **BSBITU307**: Develop keyboarding speed and accuracy  
  Core
- **BSBITU304**: Produce spreadsheets  
  Elective

### Phase 3 - July 2018
- **BSBDIV301**: Work effectively with diversity  
  Elective
- **BSBMED301**: Interpret and apply medical terminology appropriately  
  Elective
- **BSBMED302**: Prepare and process medical accounts  
  Elective

### Phase 4 - October 2018
- **BSBMED303**: Maintain patient records  
  Elective
- **BSBMED304**: Assist in controlling stocks and supplies  
  Elective
- **BSBMED305**: Apply the principles of confidentiality, privacy and security within the medical environment  
  Elective

**Disclaimer**

Not all electives available at all campuses.

- Read the student rules and refund policy
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:


**Enrolment options**

By telephone: 1300 656 188.
By person: at any TAFE Queensland East Coast location.
Online: Full Fee paying students can enrol online

**Recognition of prior learning**

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you’ve gained from the workplace or previous learning means less study time for you, and getting the paper to prove you’re qualified a whole lot sooner.

More info:


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[tafeeastcoast.edu.au/course/9829](tafeeastcoast.edu.au/course/9829)

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