



SHORT COURSE

Medical Administration

Description

This short course provides individuals with the skills and knowledge they need to understand and respond to instructions, use appropriate medical terminology, carry out routine tasks and communicate with a range of internal/external clients in a medical environment.

Related Course Information

These units have been selected from BSB30120 - Certificate III in Business (Medical Administration).

Units of Competency

- BSBMED301** Interpret and apply medical terminology appropriately
- BSBMED302** Prepare and process medical accounts
- BSBMED303** Maintain patient records
- BSBMED305** Apply the principles of confidentiality, privacy and security within the medical environment



Access this course through the Alffie app

