



HEALTH
SKILLS
AUSTRALIA



BSBMED201A - Use Basic Medical Terminology

As a medical receptionist, you play a vital part in a doctor's office, a hospital or a clinic. You are the first point of contact for patients, and play an essential role in the day-to-day running of the office, or hospital or clinic department. Part of your role may be to write letters on behalf of a doctor and be able to understand the medical terms used by the doctors in the practice. The Medical Terminology unit prepares you to undertake these tasks. During the course you will become familiar with common medical terms that describe body parts, medical procedures, diseases and disorders.

The course is designed to be fun as well as informative. Our course instructors are registered nurses with many years experience in clinical situations.

Recognition

This unit can be put towards a BSB20101 Certificate II in Business and/or BSB30704 Certificate III in Business (Medical Administration)

Materials provided: Course Workbook and Medical Dictionary





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BSBMED302A - Prepare and Process Medical Accounts

An important part of the medical receptionist's role is to correctly prepare the patients account to accurately reflect the medical service provided. This requires a working knowledge of the Medicare system as well as the medical practice billing system.

This unit will help you understand the workings of Medicare. You will use the Medicare Scheduled Benefits book to help navigate your way around the system. You will also be given an overview of medical accounting practices and an understanding of how a medical office accounts for its expenditure and income.

Recognition

This unit can be put towards a BSB20101 Certificate II in Business and/or BSB30704 Certificate III in Business (Medical Administration)

Materials provided: Course workbook

If you need any further information please call us on 1300 306 886 or email info@healthskills.com.au

