

VOCATIONAL TRAINING

Medical Reception Course

Health Skills Australia is committed to making a positive difference to the lives of people in care by providing excellence in health care training. We work closely with industry groups and health care professionals to ensure our courses meet the needs of the sector and community it serves, and our teaching staff are all practising health care professionals who draw on their depth of experience.

Why study this course?

The program has been developed to provide students with the knowledge and practical skills required to work as a medical receptionist, or further develop the skills of those already working in the field. The course focuses on the processes and responsibilities involved when working as a medical receptionist. It also leads to familiarity with medical terminology, the Medicare system, medical procedures, and the PracSoft computer program.

Who should study this course?

This course is suitable for those already working in the field of medical reception and looking to further develop their skills. It is also relevant to students who would like to establish a career in this area.

Career outcomes

With this certification, some occupations may include:

- General Practitioner Receptionist
- Hospital Receptionist
- Optometry Receptionist
- Physiotherapy Receptionist
- Dental Receptionist
- Psychiatric Receptionist
- Receptionist at other Allied Health Practices

Course structure

The course consists of 5 units of competency:

- BSBMED302B Prepare & process medical accounts
- BSBMED301B Interpret & apply medical terminology
- BSBMED305B Apply the principles of confidentiality, privacy & security within the medical environment
- BSBOHS201A Participate in OHS processes
- Medical Computing (in PracSoft)

The duration of the course will be 1 day per week over 5 weeks. The delivery of the course may vary depending on location, so please visit the 'Course Timetable' section of our website for details.

Entry requirements

Sound language, literacy and numeracy skills are required.

Further study opportunities

Candidates who successfully complete this course may be eligible to articulate to a Certificate III in Business Administration (Medical). Applications would be assessed on an individual basis by the education provider.

Cost

The cost of the course is \$600 plus \$60 for books.

Assessments

A variety of methods are used throughout the course including class activities, participation and written homework. Each unit is assessed in the classroom / practical lab to determine a student's competency against the elements and performance criteria.

