

HLT43207

## Certificate IV in Health Administration

Health Skills Australia is committed to making a positive difference to the lives of people in care by providing excellence in healthcare training. Established in 2005 and acquired by Navitas Limited in May 2010, we are a Registered Training Organisation (RTO) recognised as a specialist educator in the field of healthcare.

### Why study this course?

The program has been developed to provide students with general skills, background information and specific knowledge about the primary healthcare industry and administrative functions in health services.

### Who should study this course?

This course is suitable for those either working in a medical practice who have practice management responsibilities or who are looking at moving into that position.

### Career outcomes

With this certification, some occupations may include:

- › Administration Supervisor
- › Executive Assistant
- › Senior Clinical Coder
- › Medical Records Section Leader
- › Ward Clerk
- › Senior Clerk
- › Team Leader for Clinical Services
- › Practice Manager
- › Business Manager

### Further study opportunities

Articulation is possible to Diploma or Degree level programs in Health or Business and this is assessed on an individual basis by the educational provider.

### Entry requirements

Students must possess adequate literacy and numeracy skills in order to manage the demands of the course. Students must complete a language, literacy and numeracy test with Health Skills Australia prior to confirmation of a place in the course.

### Delivery style

The program is delivered in the classroom and online. Training delivery combines face-to-face trainer led theory classes and practical sessions involving small group and individual activities, with scenarios, questioning, role-plays and simulations.

### Duration

The program is delivered full time or part time.



Contact us to find out more on:

Phone: 1300 306 886 | Email: [info@healthskills.com.au](mailto:info@healthskills.com.au) | [www.healthskills.com.au](http://www.healthskills.com.au)

### Course outline:

- > 5 core units
- > 12 elective units

### Below is a sample course outline:

#### Core Unit

<b>HLHIR402B</b>	Contribute to organisational effectiveness in the health industry
<b>HLHIR506B</b>	Implement and monitor compliance with legal and ethical requirements
<b>HLTOHS300A</b>	Contribute to OHS processes
<b>BSBMED301A</b>	Use advanced medical terminology
<b>BSBFLM403B</b>	Implement effective workplace relationships

#### Elective Unit

<b>BSBMED401A</b>	Manage a patient record-keeping system
<b>HLTAMP408A</b>	Administer the information management system of a medical practice
<b>HLTCOM405B</b>	Administer a practice
<b>BSBHR402A</b>	Recruit and select personnel
<b>BSBCMN410A</b>	Coordinate implementation of customer service strategies
<b>BSBHR401A</b>	Administer human resource systems
<b>HLTAMBFC402B</b>	Communicate in complex or difficult situations
<b>BSBCMN408A</b>	Report on financial activity
<b>BSBMGT609A</b>	Manage risk
<b>BSBAUD401A</b>	Prepare for a quality audit
<b>TAADEL404A</b>	Facilitate work based learning
<b>HLTCSD306B</b>	Respond effectively to difficult or challenging behaviour



### Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer (CT)

RPL, RCC or CT may be granted to students who have completed units of competency that directly match the Health Training Package units. This will be reviewed on an individual basis and the student must apply using the appropriate forms and include all the necessary supporting documentation. A fee also applies for this assessment.

### Cost

Course fees vary by state and are based on a number of different factors. There are also several government funding programs available that may help with the cost of tuition, or we can assist you with arranging an individual payment plan.

Call us to discuss the most appropriate funding option for you.

### Assessments

A variety of methods are used throughout this course including presentations, class discussions, assignments, practical demonstrations, short tests, essays, workbooks and case studies. Each unit is assessed in the classroom / practical lab and in the clinical setting to determine a student is competent against the elements and performance criteria.

Contact us to find out more on:

Phone: 1300 306 886 | Email: [info@healthskills.com.au](mailto:info@healthskills.com.au) | [www.healthskills.com.au](http://www.healthskills.com.au)