Certificate III in Business Administration (Medical) BSB31107

Description

This qualification reflects the role of individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team. Possible job titles relevant to this qualification include: Medical Receptionist; Records Clerk; Medical Secretary

Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s OR
- with some vocational experience assisting in a range of support roles without a formal business qualification

After achieving the BSB31107 Certificate III in Business Administration (Medical) , candidates may undertake the BSB40507 Certificate IV in Business Administration, a qualification for those who work in a range of business environments and who contribute their technical skills and knowledge to supporting the work of a team or a range of other relevant Certificate IV qualifications.

Qualification Rules

2 Core Units + 5 Group A + 4 Group B units + 2 Elective Units = 13 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

---

2 Core Units:

BSBITU307A	Develop keyboarding speed and accuracy
BSBOHS201A	Participate in OHS processes, **or**
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures

5 elective units must be selected from the **Group A units** listed below.

4 elective units must be selected from the **Group B units** listed below.

The remaining **2 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

Group A units

Medical Services Administration

BSBMED301B	Interpret and apply medical terminology appropriately
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
BSBMED304B	Assist in controlling stocks and supplies
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment
BSBMED401B	Manage patient record keeping system

Group B units

Financial Administration
BSBFIA302A   Process payroll
BSBFIA303A   Process accounts payable and receivable
BSBFIA304A   Maintain a general ledger

General Administration
BSBADM307B   Organise schedules

IT Use
BSBITU302B   Create electronic presentations
BSBITU303A   Design and produce text documents
BSBITU304A   Produce spreadsheets
BSBITU306A   Design and produce business documents
BSBITU309A   Produce desktop published documents

Writing
BSBWRT301A   Write simple documents

Group C Units

Customer Service
BSBCUS301A   Deliver and monitor a service to customers

Diversity
BSBDIV301A   Work effectively with diversity

Financial Administration
BSBFIA301A   Maintain financial records

General Administration
BSBADM302B   Produce texts from notes
BSBADM303B   Produce texts from audio transcription
BSBADM311A   Maintain business resources

Information Management
BSBINM301A   Organise workplace information
BSBINM302A   Utilise a knowledge management system
BSBINM303A   Handle receipt and despatch of information

Innovation
BSBINN201A   Contribute to workplace innovation

Interpersonal Communication
BSBCMM301A   Process customer complaints

IT Use
BSBITU301A   Create and use databases
BSBITU305A   Conduct online transactions

Occupational Health and Safety
BSBOHS407A   Monitor a safe workplace

Product Skills and Advice
BSBPRO301A   Recommend products and services

Sustainability
BSBSUS201A   Participate in environmentally sustainable work practices

Workplace Effectiveness
BSBWOR204A   Use business technology
BSBWOR301A   Organise personal work priorities and development
BSBWOR302A   Work effectively as an off-site worker