
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. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Medical Receptionist; Medical 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 Medical units + 4 Administration 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

Choose 5 Medical Elective Units from the list below:

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	Maintain patient record keeping system

Choose 4 Administration Elective from the list below:

BSBADM302B	Produce texts from notes
BSBADM303B	Produce texts from audio transcriptions
BSBADM307B	Organise schedules
BSBADM311A	Maintain business resources
BSBCMM301A	Process customer complaints
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBFIA302A	Process payroll
BSBFIA303A	Process accounts payable and receivable
BSBFIA304A	Maintain a general ledger
BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system

BSBINM303A	Handle receipt and despatch of information
BSBINN201A	Contribute to workplace innovation
BSBITU301A	Create and use databases
BSBITU302A	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBITU304A	Produce spreadsheets
BSBITU305A	Conduct online transactions
BSBITU306A	Design and produce business documents
BSBITU309A	Produce desktop published documents
BSBOHS407A	Monitor a safe workplace
BSBPRO301A	Recommend products and services
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWOR204A	Use business technology
BSBWOR301A	Organise personal work priorities and developments
BSBWOR302A	Work effectively as an off-site worker
BSBWRT301A	Write simple documents

The other **2 elective units** may be selected from the remaining elective units listed above, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above the units may be selected from a Certificate II qualification or from a Certificate IV qualification.