The Medical Receptionist course provides the knowledge and practical skills to gain employment in a broad range of competencies in various medical administration contexts. You will study completing 5 units that pertain specifically to a medical administration environment such as Medical Terminology and maintaining patient records.

**Career Opportunities**

Possible job titles relevant to this qualification include:

- Medical Receptionist at General Practitioner
- Medical Records Clerk at hospital
- Medical Secretary in specialist rooms
- Medical Receptionist at allied health facility i.e. physio, dietician

**Entry Requirements**

Basic computer skills would be useful.

**Course Pathway**

After completion, candidates may undertake the remaining units with Sutherland Training to complete their Certificate III in Business Administration or BSB40212 Certificate IV in Business. Students may also undertake a range of other Certificate IV qualifications.

**Course Structure**

Successful completion of this course requires the fulfilment of 5 units of study – a Statement of Attainment will be issued to all successful candidates.

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<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>APPLICATIONS</th>
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<tbody>
<tr>
<td>1</td>
<td>BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment</td>
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<tr>
<td>2</td>
<td>BSBMED304 Assist in controlling stocks and supplies</td>
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<td>3</td>
<td>BSBMED301 Interpret and apply medical terminology appropriately</td>
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<td>4</td>
<td>BSBMED303 Maintain patient records</td>
<td>Best Practice, Pracsoft, Medical Director</td>
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<tr>
<td>5</td>
<td>BSBMED302 Prepare and process medical accounts</td>
<td>Best Practice, Pracsoft, Medical Director</td>
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**Extras**

As part of this course we are pleased to also be able to offer you the following:

1. **FREE** Induction training – this consists of a series of 10 videos to give you guidance on the induction process at a general practice
2. Triage training
3. TYRO Easyclaims Training
4. Registration with East Coast Employment after your course
5. Guest speakers on hair/makeup and deportment for your Medical Reception Career
6. Ehealth training
7. Chronic Disease Management and MBS Item numbers
Assessments

Competency based training is concerned with assisting people to achieve specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions. Assessments are completed online.

Trainer

This course is delivered by Nicky Jardine who has worked in the health industry for over 20 years. She runs her own company Nicky Jardine Health Industry Training and Consulting, www.nickyjardine.com and is the recipient of a number of awards. Sutherland Training is proud to be partnering with Nicky in the delivery of this course.

Course delivery information

| Student fee | $720.00  
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<td>(payment plans are available – deposit of $200 and balance over 5 weeks ($104.00 per week)</td>
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<tr>
<td>Location</td>
<td>Maroochydore, Suite 28, 27 Evans Street (near the Sunshine Plaza)</td>
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| Delivery method | 3 units wholly online and 1 day of class for computer based units  
| | Start anytime and select your class day from the following dates  
| | March 18  
| | June 17  
| | September 16  
| | November 18  
| Class times | 8:45am to 2:30pm  
| Course capacity | 10 students per class |

Enrolment process

If you would like to enrol on our Medical Receptionist course, please contact us on 07 5451 1737 or via email at info@sutherlandtraining.com.au. We look forward to hearing from you.

www.sutherlandtraining.com.au