

# Medical Administration

<b>Course Name</b>	<b>BSB30120 Certificate III in Business (Medical Administration)</b>
<b>Eligibility</b>	Open to all wanting to gain this qualification with in a Medical Administration Stream but must also be an NT Resident.
<b>Fees &amp; Charges</b>	<b>FREE TRAINING:</b> This course is fully funded by the JOBTRAINER Program.
<b>Program Description</b>	<p>This program will devlier the BSB30120 Certificate III in Businsss (Medical Administration)</p> <p>The following units of competency are included in this program:</p> <p>BSBCRT311 Apply critical thinking skills in a team environment</p> <p>BSBPEF201 Support personal wellbeing in the workplace</p> <p>BSBSUS211 Participate in sustainable work practices</p> <p>BSBTWK301 Use inclusive work practices</p> <p>BSBWHS311 Assist with maintaining workplace safety</p> <p>BSBXCM301 Engage in workplace communication</p> <p>BSBTEC201 Use business software applications</p> <p>BSBTEC202 Use digital technologies to communicate in a work environment</p> <p>BSBPEF301 Organise personal work priorities</p> <p><b>Medical Stream:</b></p> <p>BSBMED301 Interpret and apply medical terminology appropriately</p> <p>BSBMED303 Maintain patient records</p> <p>BSBMED304 Assist in controlling stocks and supplies</p> <p>BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment</p> <p>Enrol by emailing <a href="mailto:training@wantts.com.au">training@wantts.com.au</a> or calling Sharon Stewart 0421047722 to discuss program further. <b>Enrolments commence</b> 1<sup>st</sup> March 2022 – <b>Course date: May 22</b></p>
<b>Course structure and timing</b>	<p>Monthly face-to-face technology assisted (webinar)</p> <ul style="list-style-type: none"> <li>• Each webinar will run for 2 hours depending on the unit of competency</li> <li>• One-to-one support is also provided</li> <li>• Email</li> <li>• Phone</li> <li>• Assigned Trainer so you will get to know our WANT Training Staff</li> </ul>
<b>Commitment</b>	<p>Attend monthly sessions</p> <p>Keep to your training plan and complete assessments each month.</p>
<b>Resource /equipment requirements</b>	Students must have access to a computer and the internet to complete the e-learning component, all other resources are provided by WANT Training Services.