



**Australian
College**
of Commerce & Management

Certificate III in Business (Medical Administration)

BSB30120

A specialist course that focuses on industry practices is key to starting a rewarding career in medical administration and reception



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



Call ACCM today

1300 515 321

Foundation Skills

Effective workplace communication
Workplace safety and sustainability
Inclusive practices and personal wellbeing
Word processing and spreadsheets

Specialty Skills

Patient confidentiality and privacy
Managing medical stocks and supplies
Use medical terminology correctly
Maintaining patient records
Processing medical accounts

30 YEARS
of meeting employers' needs

✉ courses@accm.edu.au

🌐 www.accm.edu.au

RTO ID: 1441

CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

BSB30120

COURSE DESCRIPTION:

The BSB30120 Certificate III in Business (Medical Administration) focuses on the specialist skills needed to work in Medical Administration. Your staff will learn about medical terminology, Medicare accounts, skills to manage medical supplies and how to manage patient appointments.

SUBJECT	UNIT	CODE	DURATION (weeks)
Work Effectively in Medical Administration	• Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305	6
	• Assist in controlling stocks and supplies	BSBMED304	
	• Organise personal work priorities	BSBPEF301	
Key Communication Skills in Medical Administration	• Engage in workplace communication	BSBXCM301	9
	• Use digital technologies to communicate in a work environment	BSBTEC202	
	• Use inclusive work practices	BSBTWK301	
	• Interpret and apply medical terminology appropriately	BSBMED301	
Maintain Medical Records	• Collect and record data	BSBDAT201	7
	• Maintain patient records	BSBMED303	
Maintain Workplace Safety and Wellbeing	• Assist with maintaining workplace safety	BSBWHS311	6
	• Support personal wellbeing in the workplace	BSBPEF201	
Contribute to Sustainable Work Practices	• Participate in sustainable work practices	BSBSUS211	5
	• Apply critical thinking skills in a team environment	BSBCRT311	
Process and Action Medical Accounts	• Prepare and process medical accounts	BSBMED302	7
Practical Word Processing	• Design and produce business documents	BSBTEC301	6
Practical Spreadsheets	• Design and produce spreadsheets	BSBTEC302	4

If you would like to discuss additional electives, please contact us.

FEES - BSB30120 CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

STATE / TERRITORY	NEW ENTRANT TRAINEESHIPS	EXISTING WORKER TRAINEESHIPS	FULL FEE / EMPLOYER SPONSORED
New South Wales	\$0	\$2800	\$2800
Australian Capital Territory	\$350	\$350	\$2800
South Australia	\$2800	\$2800	\$2800
Tasmania	\$821	\$821	\$2800
QLD, WA, NT, VIC	\$2800	\$2800	\$2800

STATE SUBSIDY DECLARATIONS, AS APPLICABLE

New South Wales (NSW)

This training is subsidised by the NSW Government.

Tasmania (TAS)

Supported by the Tasmanian Government

Australian Capital Territory (ACT)

Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments

South Australia (SA)



Visit www.skills.sa.gov.au for Participant Eligibility Criteria



NATIONALLY RECOGNISED
TRAINING