

Qualification Outline

CERTIFICATE III IN HEALTH ADMINISTRATION

CODE: HLT32907

This qualification covers workers who complete a wide range of administration tasks, under direct or indirect supervision. These functions can be carried out in a range of settings, including hospitals, community health centres, private practices etc.

Common occupational titles for these workers may include: Admissions Clerk, Administrative Worker, Medical Administrator, Clinical Coding Clerk, Ward Clerk

QUALIFICATION PACKAGING RULES

15 competency units are required for award of this qualification, including:

5 Compulsory units *plus*

10 elective units

Compulsory Units

HLTHIR301A	Communicate and work effectively in health
HLTIN301A	Comply with infection control policies and procedures in health work
HLTOHS200A	Participate in OHS processes
BSBMED201A	Use basic medical terminology
BSBFLM303B	Contribute to effective workplace relationships

Elective units

A wide range of elective units is available and may include:

- Relevant electives listed below for this qualification
- Competency units available at Certificate III level or higher in the Health and/or Community Services Training Packages
- A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate III (or higher)

The following grouping of electives is intended to facilitate selection. Electives may be selected from one or more groups and employers may specify that certain electives are required to address identified workplace needs.

Health Administration/Management

BSBCMN301A	Exercise initiative in a business Environment
BSBCMN305A	Organise workplace information
BSBCMN307A	Maintain business resources
BSBRKG301A	Control records
BSBRKG303A	Retrieve information from records
HLTCC301A	Produce coded clinical data
HLTAD301A	Assist with practice administration
BSBMED301A	Use advanced medical terminology
BSBMED302A	Prepare and process medical accounts
BSBMED303A	Maintain patient records
BSBMED401A	Manage patient record-keeping system
BSBCMN302A	Organise personal work priorities and development
BSBCMN308A	Maintain financial records
BSBCMN312A	Support innovation and change
BSBCMN318A	Write simple documents
BSBFLM305A	Support operational plan
BSBFLM309A	Support continuous improvement systems and processes

Work relationships

HLTHIR404B	Work effectively with Aboriginal and Torres Strait Islander people
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
CHCORG3B	Participate in the work environment
BSBFLM312A	Contribute to team effectiveness
BSBCMN302A	Organise personal work priorities and development
BSBCMN312A	Support innovation and change
CHCCS401A	Facilitate cooperative behaviour
HLTCSD306B	Respond effectively to difficult or challenging behaviour

Delivery

- On-site delivery program
- Self paced distance learning

For further information on courses or training options, please contact us by

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