

## Qualification Outline

### Certificate III in Business Administration (Medical) Code: BSB31107

#### QUALIFICATION PACKAGING RULES

13 units must be selected for this qualification

- 2 Core units *plus*
- 5 Medical administration units *plus*
- 4 Administration units *plus*
- 2 Elective units

#### **Core Units**

- BSBITU307A Develop keyboarding speed and accuracy
- Occupational Health and Safety
- BSBOHS201A Participate in OHS processes *or*
- BSBOHS306B Contribute to implementing emergency prevention activities and response procedures

#### **Medical Administration Units**

- 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 Manage patient record keeping system

#### **Administration Units**

- BSBFIA302A Process payroll
- BSBFIA303A Process accounts payable and receivable
- BSBFIA304A Maintain a general ledger
- BSBADM307B Organise schedules
- BSBITU302A Create electronic presentations
- BSBITU303A Design and produce text documents
- BSBITU304A Produce spreadsheets
- BSBITU306A Design and produce business documents
- BSBITU309A Produce desktop published documents
- BSBWRT301A Write simple documents

#### **Elective Units**

2 other elective units selected from the remaining administration units, the remaining medical administration units or the generic business elective units listed below or selected from an equivalent AQF qualification in the BSB07 Business Services Training Package or other currently endorsed national Training Package. If not listed below, these 2 elective units may be selected from a Certificate II or Certificate IV qualification.

- BSBCUS301A Deliver and monitor a service to customers
- BSBDIV301A Work effectively with diversity
- BSBFIA301A Maintain financial records
- BSBADM302B Produce texts from notes
- BSBADM303B Produce texts from audio transcription
- BSBADM311A Maintain business resources
- BSBINM301A Organise workplace information
- BSBINM302A Utilise a knowledge management system
- BSBINM303A Handle receipt and despatch of information

● BSBINN201A	Contribute to workplace innovation
● BSBCMM301A	Process customer complaints
● BSBITU301A	Create and use databases
● BSBITU305A	Conduct online transactions
● 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 development
● BSBWOR302A	Work effectively as an off-site worker

### **Delivery**

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

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

**Phone: 1300 739 320 or**

**Email: [admin@setraining.com.au](mailto:admin@setraining.com.au)**