



RTO CODE: 51695

## Medical Reception Course Online - Correspondence

### **Medical Receptionist Course online - Correspondence Overview**

#### **COURSE DELIVERY**

Online - Correspondence —Self Paced at home learning with optional Zoom sessions

#### **COURSE DURATION**

3 months from commencement date

#### **QUALIFICATION TITLE**

MediTrain Medical Reception Course (Comprising the 5 units as outlined below)

Our **Medical Receptionist Course Online - Correspondence** has been developed through a collaboration of experienced industry professionals as well as the industry consultations to deliver the most thorough and in-depth Medical Receptionist training in Australia.

We have a dedicated trainers who are available to support you throughout the duration of your training with phone calls, emails and online Zoom Sessions. Contact is encouraged every step of the way. We want to ensure you have every opportunity to reach a successful outcome with as much support as you require.

This course gives you a complete understanding of the procedures, policies and terminology needed to work in the medical industry. Included in the course is comprehensive training in all five units as listed, online interactive Zoom sessions with PowerPoints and quick links, video tutorials in PracSoft Medical Software are available and optional online Genie Medical Software session. All is aimed to transform you into a well-rounded medical professional that will be a valuable asset to any employer.

#### **Subjects**

Our **medical receptionist course** consists of 5 units of competency, all of which must be completed in order to obtain your certificate.

#### **BSBMED301 - Interpret and apply medical terminology appropriately**

Basic and Advanced Medical Terminology

Major Systems of the Human Body

Medical Specialties (Area of Medicine/Type of Doctor)

Medical Abbreviations and Symbols

Medical / Diagnostic Procedures

Medical Notes

Spelling and Pronunciation of Medical Words



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### **BSBMED302 - Prepare and process medical accounts**

Fee structures  
Medicare (Bulk Billing)  
Veteran's Affairs  
Private Health Insurance (Private Billing)  
Referrals  
Workers Compensation  
Appointments  
Billing  
Processing Accounts  
Financial Records

OPTIONAL GENIE SOFTWARE SESSION - Please see separate Online Genie Software Session Information pack.

### **BSBMED303 - Maintain patient records**

Medical Records  
Patient record keeping systems  
National Privacy Principals  
Ensuring currency of records  
Creation of new patient records  
Transfer of patient records  
Archiving  
Filing

### **BSBMED304 - Assist in controlling stocks and supplies**

Understanding the stock control process in the Medical Environment  
Monitoring of stock levels  
Ordering stock  
Storage of stock according to legislation  
Rotation of stock  
Stock requiring specialized storage  
Stocktaking  
Assisting in disposal of out of date stock

### **BSBMED305 - Apply the principals of privacy, confidentiality and security within the medical environment**

Work within accepted codes of conduct  
Follow confidentiality, privacy and security procedures  
Privacy Principals  
Information disclosure  
Documentation retention



## Correspondence Medical Reception Course

### Workplace Opportunities

**HOSPITAL** Employment in a hospital environment can range from Ward Clerk, Medical Records, Medical Secretary or Administration Assistant.

**GENERAL PRACTICE** Employment in a General Practice is very common and can involve roles such as Medical Receptionist, Medical Typist, Medical Secretary or Practice Manager

**SPECIALIST ROOMS** Employment in Specialist rooms is also very common and can involve roles such as Medical Receptionist, Medical Typist, Medical Secretary or Hospital Liaison.

**DENTAL PRACTICE** Our students also enjoy working in Dental Practices in roles including Dental Receptionist or Practice Management.

**RADIOLOGY** Administration roles in a radiology clinic involve general administration tasks such as booking appointments and specialized tasks such as providing test information to patients such as fasting and retention information.

**PATHOLOGY LAB** On top of general administration duties, a Pathology Lab Assistant will accept specimens for testing, label specimens appropriately and advise patients of pre-test requirements.

**PHYSIOTHERAPY** On top of general administration duties, a Physiotherapy Receptionist will discuss areas of injury, possible appointment times based on severity of injury, liaise with private insurers to advise patients on out of pocket expenses and advise patients of products available for sale to assist with their conditions

**The options are varied and due to this there are always ample opportunities within the Medical Environment.**



## Correspondence Medical Reception Course

### **Delivery**

The Medical Reception Course Online - Correspondence is available for you to complete as Flexible Self Paced Learning with guided Zoom Sessions.

This allows you to complete the training in the comfort of your own home in your own time. Students have 3 months from the date of commencement to complete the 5 units.

Students studying via correspondence will have contact with a qualified trainer 7 days a week via email and phone (also included are Zoom Sessions), so you get all the help you want or need when you need it.

### **Course Fees – \$695**

MediTrain course fees are all inclusive. Your fee covers all training, all books and learner manuals, Zoom support sessions, Assessment / Demonstration Sessions and Optional Hands on Computer Training on Genie (Further fees are applicable for online or in class medical software training)

MediTrain ensure to have an all-inclusive fee so that you are not required to make any further payments once enrolled.

- Full payment is required at registration
- MediTrain do not offer refunds once course materials are sent via email

Includes: All course materials, learner guides and assessments, Contact with the Correspondence Trainer / Assessor via Zoom, phone and email throughout your course, Support sessions and Assessment / Demonstration Sessions

Nationally Recognized Qualification Attained: ☑ Statement of Attainment for partial completion of Certificate III in Business Administration (Medical Administration) BSB31115

**READY TO START.....COMPLETE THE ATTACHED REGISTRATION FORM AND EMAIL BACK, GO ONLINE WITH OUR EASY REGISTRATION SYSTEM OR CONTACT US ON 1300 883 945 SO WE MAY ASSIST YOU EITHER OVER THE PHONE OR IN PERSON AT OUR HEAD OFFICE IN WILLETTON. (PLEASE NOTE—OFFICE OPEN BY APPOINTMENT ONLY)**