



Certificate III in Business (Medical Administration)

National ID: BSB30120 | State ID:AC47

Do you want a career supporting health professionals?

When you complete the Certificate III in Business Administration (Medical) you'll have skills that may be suitable for a medical administration support role.

Gain these skills:

- basic accounting
- workplace organisation
- workplace health and safety
- introduction to medical terminology
- maintaining patient records and medical accounts

Your qualification prepares you for roles such as:

Medical Receptionist | Admissions Clerk | Hospital Ward Clerk | Medical Admissions Clerk | Medical Records Officer | Medical Records Clerk | Medical Secretary

Further Study Option(s)

- Certificate IV in Business (Administration)
- Diploma of Business

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Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria