



Fee for Service

HLT37315



Aurora
TRAINING INSTITUTE

Certificate III in Health Administration



12 months



Regular Training



Classroom & Flexible Delivery



\$499

Looking for an exciting pathway into the Health Administration Industry?

Then this may be the right qualification for you, as it reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

Course Delivery

The HLT37315 - Certificate III in Health Administration is delivered within 12 months. Students can choose one of the following delivery options:

- **Classroom environment:** Face-to-face classroom sessions at our delivery locations (*conditional on minimum numbers*).
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

Course Requirements

To achieve a HLT37315 - Certificate III in Health Administration, 13 units must be completed including 5 core and 8 elective units.

Core Units:

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
BSBMED301	Interpret and apply medical terminology appropriately

Elective Units:

BSBITU306	Design and produce business documents
BSBFIA301	Maintain financial records
BSBINM301	Organise workplace information
CHCCOM001	Provide first point of contact
BSBCUS301	Deliver and monitor a service to customers
BSBTWK201	Work effectively with others
BSBPEF301	Organise personal work priorities
HLTAID011	Provide First Aid

Payment Options

One payment of \$499 upon enrolment

Career Pathways



Medical Receptionist



Admissions Clerk (Health Services)



Ward Clerk



Health Administrative Worker



NATIONALLY RECOGNISED TRAINING

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