

## COURSE DESCRIPTION

### **Medical Accounts Course runs with in the Medical Administration Course**

Medical Administration runs over 6 weeks, it covers basic office administration and medical accounts.

You will also be required to complete learning & assessment activities out of class time.

The aim of this course is to acquaint the participant with the basic roles of a Medical Receptionist.



### **MEDICAL RECEPTION COURSE**



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Adult, Community and  
Further Education

## Course Outline

- Patient records
- \* Stocks and supplies
- \* Work Health Safety
- \* Understanding the role of a Treatment Room Assistant
- \* EHealth
- \* Privacy and Confidentiality in the Medical Field
- \* Communication with People with Dementia
- \* Resume Writing

## MATERIALS

All course Materials required will be given on the first session

## COURSE TIMES

This course forms part of the Medical Administration Course.

Please refer to the Medical Administration Course Brochure for full details.

## COURSE PAYMENTS:

Payment for this course is to be made on enrolment.



For Enrolment or further Information please contact  
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MEDICAL RECEPTION COURSE

