

## COURSE DESCRIPTION

This is an opportunity to upskill to a new career in Medical Office Administration in a short time.

Medical Administration runs over 7 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 ADMINISTRATION COURSE**



68 MILL PARK DRIVE MILLPARK



9404 4565



admin@millparkcommunityhouse.com



www.millparkcommunityhouse.com

## **MEDICAL ADMINISTRATION COURSE Reception/Accounts**



68 MILL PARK DRIVE MILL  
PARK

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Adult, Community and  
Further Education

## Course Outline

### MEDICAL ADMINISTRATION

Which includes:

MEDICAL RECEPTION

MEDICAL ACCOUNTS

PRACSOFT COMPUTER SOFTWARE  
PACKAGE

Runs over 7 weeks.

Cost: \$145.00 concession: \$135.00

#### MEDICAL RECEPTION

This part of the course covers all areas of Medical Reception including dealing with patients, confidentiality, general reception duties, communication with people with dementia, medical records, My Health Record System and covers an overview of the roles of a Treatment Room Assistant.

#### MEDICAL ACCOUNTS

This part of the course introduces students to the Australian Healthcare System which includes Medicare, Medical Fees, issuing Medical Accounts and overall daily management of the financial framework within a surgery.

### PRACSOFT COMPUTER SOFTWARE PACKAGE

This part of the course takes you through a computer package that is used in many Medical Practices, it provides you with an overview of how computer software is interictal to a modern-day Medical Practice

### MATERIALS

**All course Materials required will  
be given on the first session**

**Medical Reception runs on  
Wednesdays 10.15am to 3.00pm**

### COURSE PAYMENTS:

**Payment for this course is to be  
made on enrolment.**

**Fees: Full Fee - \$145.00  
Concession - \$135.00**

**For Enrolment or further  
Information please contact  
MILL PARK COMMUNITY  
HOUSE**

**9404 4565**

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MILL PARK**



**MEDICAL Administration COURSE**