

COURSE DESCRIPTION

Medical Office Administration Course runs for 3 weeks

The aim of this course is to acquaint the participant with the basic roles of Medical Administration Worker.



MEDICAL OFFICE ADMINISTRATION COURSE



68 MILL PARK DRIVE MILLPARK



9404 4565



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www.millparkcommunityhouse.com

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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
 - Medical Accounts

MATERIALS

All course Materials required will be given on the first session

COURSE TIMES

The Medical Administration Course runs for 3 weeks on:
Wednesday and Thursdays :
9.30pm—3.00pm

COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees: Full Fee - \$135.00
Concession - \$125.00

For Enrolment or further Information please contact
MILL PARK COMMUNITY HOUSE

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