

Course Outline

- Roles of a Medical Receptionist
- 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
- Violence in the workplace
- Resume Writing
- Allied Health
- Medical Accounts

MATERIALS

All course Materials required will be given on the first session

COURSE TIMES

This course forms part of the Medical Administration Course.

Medical Reception runs on Wednesdays 10.15am to 3.00pm

COURSE COSTS:

\$145.00 Concession: \$135.00

Payment for this course is to be made on enrolment.



For Enrolment or further Information please contact
MILL PARK COMMUNITY HOUSE

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MEDICAL RECEPTION COURSE

