

COURSE DESCRIPTION

Medical Reception 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



68 MILL PARK DRIVE MILLPARK



9404 4565



admin@millparkcommunityhouse.com



www.millparkcommunityhouse.com

MEDICAL RECEPTION COURSE



68 MILL PARK DRIVE MILL
PARK

9404 4565

admin@millparkcommunityhouse.com



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
MILL PARK COMMUNITY HOUSE

9404 4565

MILL PARK COMMUNITY HOUSE
68 MILL PARK DRIVE
MILL PARK

MEDICAL RECEPTION COURSE

