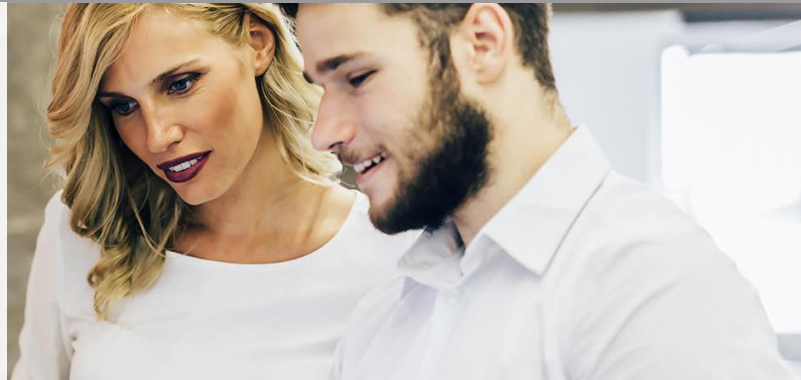


CERTIFICATE OF MEDICAL BUSINESS ADMINISTRATION

- ✓ Online study
- ✓ Optional printed materials (fees apply)
- ✓ 270 hours course time



COURSE OVERVIEW

Are you ready to launch your career as practice manager? Whether you currently work in a medical setting or want to change careers, this online professional development course will give you the confidence to pursue a career in medical administration. The Certificate of Medical Business Administration is designed to provide graduates with the knowledge and skills required to understand and carry out all tasks relating to business administration and practice management in a medical setting. You will learn to carry out routine tasks and communicate with a range of internal and external clients in a medical environment; and to use appropriate advanced medical terminology. You will also learn how to provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients. This medical business administration course also explores how to manage and maintain patient records within an existing medical records management system and to manage appointments and diaries for personnel within an organisation. On completion of this course, you will feel confident to organise and maintain the business aspects of a professional medical practice.

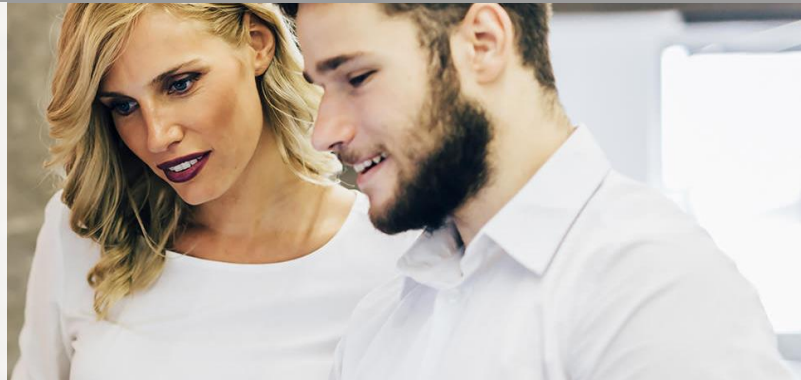
UNIT STRUCTURE

- Unit 1 - Manage health billing and accounting system
- Unit 2 - Interpret and apply medical terminology
- Unit 3 - Maintain patient records
- Unit 4 - Apply the principles of confidentiality, privacy and security within the medical environment
- Unit 5 - Manage patient record-keeping system
- Unit 6 - Prepare and process medical accounts
- Unit 7 - Administer a practice
- Unit 8 - Manage a practice

Please view the [course outline online](#) for a list of topics covered in each unit.

CERTIFICATE OF MEDICAL BUSINESS ADMINISTRATION

- ✓ Online study
- ✓ Optional printed materials (fees apply)
- ✓ 270 hours course time



BENEFITS

- Become fully trained and improve your employment opportunities;
- Recognised by employers as professional development;
- Study online, anywhere via our elearning system;
- Access to high-quality courses written by industry experts;
- Interactive simulations for many programs;
- All course materials provided online – no textbooks to buy;
- 7 day administrative, tutor and technical support;
- Easy to understand course content;
- Unlimited enrolment with no expiry;
- Certificate issued for your CV (hard copy provided);
- Tax deductible in most cases* See your tax advisor.

ASSESSMENT

Written assignments and exercises, including short-answer questions, reports/essays and projects. There are no examinations or due dates

HOW TO ENROL

Enrolment Process

The AOC website offers course outlines, units, course fees and other information. Select your course and click Add to Cart. Finalise your payment and receive access within 2-24 hours.

PAYMENT OPTIONS

Credit card, BPAY and Internet Banking. We accept purchase orders for enrolments from corporate clients and government departments.

COURSE FEES

To view the course fees and payment options for this program, please [click here](#).

ENROL NOW

To view the course outline and enrol, please [click here](#).