

Certificate in Medical Reception

Become a Certified Medical Receptionist in just ten weeks!

Certificate in Medical Reception

Developed by health experts, this course will teach you how to use Microsoft Office in managing the day-to-day running of a medical practice. You'll have the opportunity to develop the skills needed to communicate clearly and effectively in a medical environment. With this course, you'll find just how valuable it is when it comes to opening doors in the medical profession.

Start Date:	Get instant access within 1 business day.
Course Duration:	Approximately 100 hours.
Access Time:	You'll have 24/7 access to your course material for up to 6 months until you complete.
Delivery and Support:	100% online with unlimited tutor support via phone and email.
Assessments:	Multiple choice, short answer and practical assessments.
Investment:	\$995 + GST or only \$25 per week on an interest free payment plan.



All the Right Choices

- ✔ Become a Certified Medical receptionist and gain a qualification to add to your CV.
- ✔ Work with an experienced tutor and other students to successfully complete your course.
- ✔ Increase your job prospects and learn key office and medical receptionist skills.
- ✔ Flexible online study – work at your own pace in your own time. We can work around you!
- ✔ Gain the skills to become a Certified Medical Receptionist.
- ✔ Get ahead of the job market – employers want qualified applicants.
- ✔ Medtech provides software solutions for the healthcare environment enabling health professionals to efficiently manage their patients – learn how to use this in your course.
- ✔ Includes a FREE bonus module on how to use Medtech and a 352 page Medtech training guide.



Course Curriculum

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ADMG139 Role of a Receptionist

This course will provide an introduction to the basic role and responsibilities of a receptionist, including but not limited to the main daily tasks of a receptionist, key competencies that are looked for when employing a receptionist, phone call procedure and email response procedure documents, and filing systems.

ADMG170 Medical Reception Service Skills

This course will take a look at medical reception service skills and the importance of customer (client) service, including but not limited to the role of customer service within a business and the skills needed for providing good customer service.

ADMG148 Time Management, Ethics and Professionalism

This course will take a look at the importance of time management, ethical considerations and professionalism in the workplace. It will include but not be limited to decision making categories, time management strategies, how ethics relate to the workplace and characteristics of professionalism.

ADMG171 Maintain Patient Records

This course will provide an introduction to maintaining patient records, including but not limited to correct filing procedures, the types of information that might be included in patient medical records, and the importance of ensuring accuracy and maintaining privacy.

ADMG154 Effective Business Communication

This course will provide an introduction to the processes and importance of effective business communication including but not limited to the different forms of communication, effective verbal communication skills and the 7 Cs of communication.

CITG127 Introduction to Microsoft Word

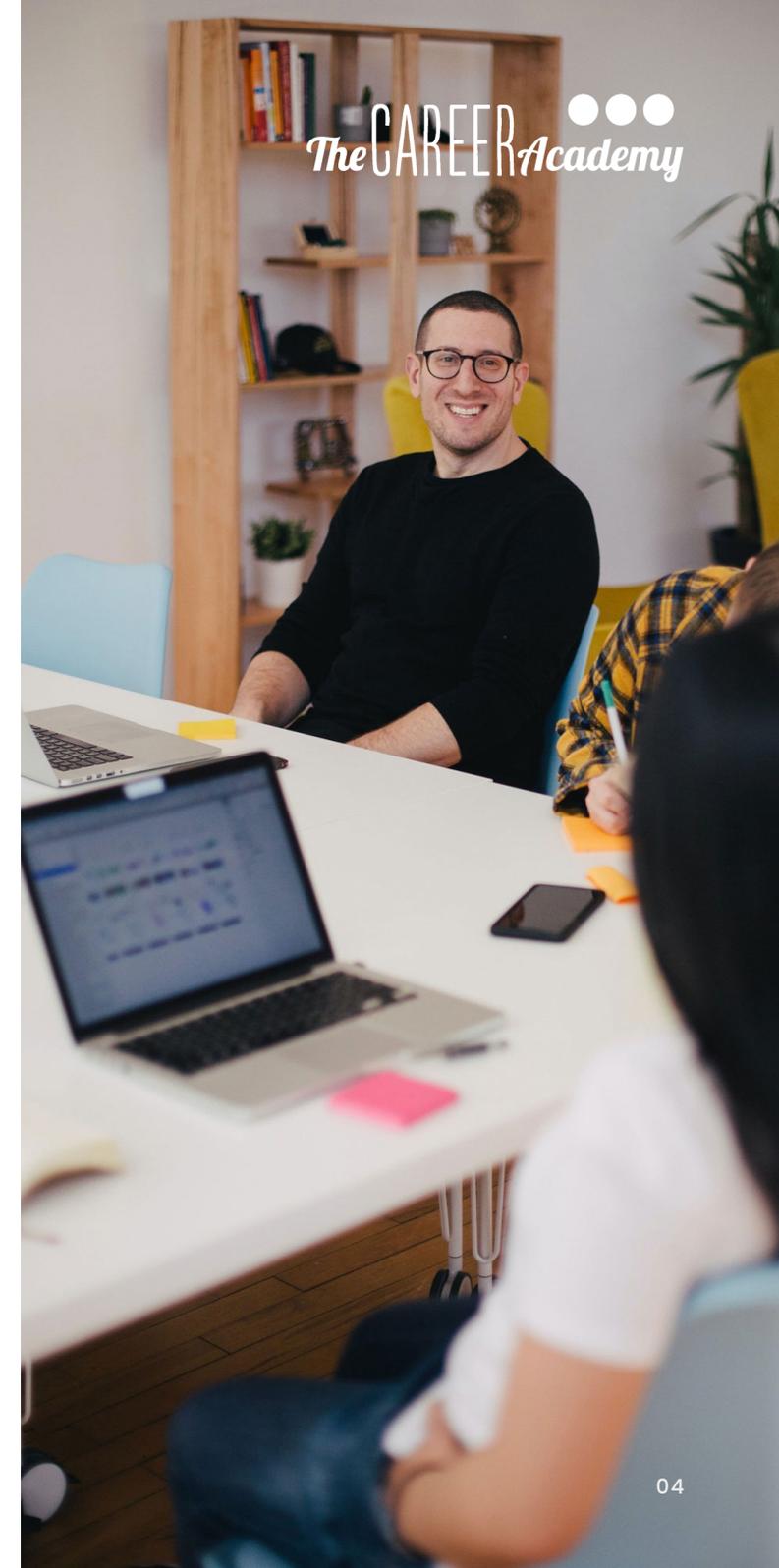
This course will provide an introduction to the basic functions and features of Microsoft Word, including but not limited to formatting features to improve the look of a short document, how to insert content into a document and how to apply document-processing techniques to manage larger documents.

ADMA153 Understanding Medicare

This course will provide an introduction to Medicare, including but not limited to the entitlements and rebates available to patients, billing policies, issuing accounts to patients and the concept of bulk billing and private accounts.

ADMA127 Workplace Health and Safety

This course will provide an overview of general health and safety requirements in the workplace, including but not limited to how to ergonomically set up a computer workstation, how to manage common workplace health and safety hazards, a look at 'Manual Handling' and myths about physical activity.



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ADMA115 First Aid and Medical Emergencies

This course will provide an overview of first aid and medical emergencies and solutions to health problems, including but not limited to DRSABCD, how to ensure the safety of yourself and others at the scene of an accident, how to do chest compressions as part of CPR, the two types of diabetic emergencies, as well as how to identify signs and symptoms of seizures and serious head injuries.

ADMG107 Customer Relationship Management

This course provides an introduction to the importance of building a Customer Relationship Management (CRM) system, and factors to consider when developing an effective CRM. It will include but not be limited to the purpose and function of a CRM system and its benefits, and the potential issues that businesses may encounter when upgrading the CRM system.

ADMG109 Introduction to Medtech Evolution (optional)

This course provides an introduction to MedTech Evolution and a wide range of common tasks that Medical Receptionists are often required to perform in their day to day job. It will include but not be limited to appointments, patient register, patient manager and patient claims within Medtech Evolution, as well as task manager, scanning, accounts and appointment templates.



Start Upskilling Today!

Follow our easy 5-step enrolment process - it only takes a few minutes to get started!



1. Click on 'Get Started Now'



2. Choose your course



3. Proceed to payment



4. Receive login details



5. Start Learning!

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