



**Australian Government**

# **BSB31115 Certificate III in Business Administration (Medical)**

**Release 1**

## BSB31115 Certificate III in Business Administration (Medical)

### Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

### Qualification Description

This qualification is suitable for those working in various medical administration contexts. Individuals may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team.

### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

## Packaging Rules

**Total number of units = 13**

**2 core units** plus

**11 elective units**, of which:

- 5 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

### Core Units

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

### Elective Units

#### *Group A units*

BSBMED301 Interpret and apply medical terminology appropriately

BSBMED302 Prepare and process medical accounts

BSBMED303 Maintain patient records

BSBMED304 Assist in controlling stocks and supplies

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

BSBMED401 Manage patient record keeping system

#### *Group B units*

BSBADM307 Organise schedules

BSBFIA302 Process payroll

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU302 Create electronic presentations

BSBITU303 Design and produce text documents

BSBITU304 Produce spreadsheets

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBWRT301 Write simple documents

#### *Group C units*

BSBADM302 Produce texts from notes  
 BSBADM303 Produce texts from audio transcription  
 BSBADM311 Maintain business resources  
 BSBCMM301 Process customer complaints  
 BSBCUS301 Deliver and monitor a service to customers  
 BSBDIV301 Work effectively with diversity  
 BSBFIA301 Maintain financial records  
 BSBINM301 Organise workplace information  
 BSBINM302 Utilise a knowledge management system  
 BSBINM303 Handle receipt and despatch of information  
 BSBINN201 Contribute to workplace innovation  
 BSBITU301 Create and use databases  
 BSBITU305 Conduct online transactions  
 BSBPRO301 Recommend products and services  
 BSBSUS201 Participate in environmentally sustainable work practices  
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements  
 BSBWOR204 Use business technology  
 BSBWOR301 Organise personal work priorities and development  
 BSBWOR302 Work effectively as an off-site worker

## Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB31115 Certificate III in Business Administration (Medical)	BSB31112 Certificate III in Business Administration (Medical)	Updated to meet Standards for Training Packages	Equivalent qualification

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)