



Australian Government

HLT47321 Certificate IV in Health Administration

Release 1

HLT47321 Certificate IV in Health Administration

Modification History

Not applicable.

Qualification Description

This qualification reflects the role of individuals who work in operational or team leading roles in health administration.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Packaging Rules

15 units must be completed:

- 9 core units
- 6 elective units, consisting of:
 - at least 4 units from the electives listed below
 - up to 2 units from the electives listed below or any endorsed Training Package or accredited course.

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

BSBMED305	Apply the principles of confidentiality, privacy and security within the medical environment
CHCCCS020	Respond effectively to behaviours of concern
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTADM010	Facilitate a coordinated approach to client care
HLTCCD003	Use medical terminology in health care
HLTINF007	Implement and monitor infection prevention and control standards, policies and procedures

HLTWHS003	Maintain work health and safety
Elective units	
BSBAUD411	Participate in quality audits
BSBFIN401	Report on financial activity
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resources functions and processes
BSBINS402	Coordinate workplace information systems
BSBINS408	Provide information from and about records
BSBLDR414	Lead team effectiveness
BSBMED302	Prepare and process medical accounts
BSBMED401	Manage patient recordkeeping system
BSBOPS402	Coordinate business operational plans
BSBOPS404	Implement customer service strategies
BSBOPS504	Manage business risk
BSBPEF402	Develop personal work priorities
BSBSTR401	Promote innovation in team environments
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBSUS511	Develop workplace policies and procedures for sustainability
CHCPRP003	Reflect on and improve own professional practice
HLTADM008	Administer and coordinate Telehealth services
HLTADM009	Manage Telehealth technology
HLTADM011	Manage health billing and accounting system
HLTCCD001	Apply an understanding of the health care system to clinical coding practice

HLTCCD002 Interpret and navigate health care records

HLTINF006 Apply basic principles and practices of infection prevention and control

Qualification Mapping Information

Supersedes and is not equivalent to HLT47315 Certificate IV in Health Administration.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>