



Australian Government

BSBSS00047 Medical Transcription Skill Set

Release 1

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Modification History

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

Description

This skill set is for individuals providing transcription services to the medical industry.

Pathways Information

These units provide credit towards a number of qualifications including, the BSB40214 Certificate IV in Business and the BSB40514 Certificate IV in Business Administration.

Licensing/Regulatory Information

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

Skill Set Requirements

BSBADM411 Produce complex texts from audio transcription
BSBITU307 Develop keyboarding speed and accuracy
BSBMED301 Interpret and apply medical terminology appropriately
BSBRES401 Analyse and present research information
BSBWRT401 Write complex documents

Target Group

Medical administration staff

Suggested words for Statement of Attainment

These competencies from the BSB Business Services Training Package meet the industry requirements for a medical transcription typist.