



Australian Government

BSBSS00121 Medical Administration 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 7.0.

Description

This skill set addresses the skills and knowledge to perform administrative functions for a range of purposes required in a medical environment.

Pathways Information

Units from this skill set can contribute to credit towards BSB30120 Certificate III in Business (Medical Administration).

Licensing/Regulatory Information

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

Skill Set Requirements

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

Target Group

This skill set is for individuals who are required to perform administrative functions for a range of purposes required in a medical environment.

Suggested words for Statement of Attainment

These units of competency from the BSB Business Services Training Package meet industry requirements for individuals who are required to perform administrative functions in a medical environment.