HLT37315 Certificate III in Health Administration

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 1</td>
<td>This version was released in <em>HLT Health Training Package release 2.0</em> and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules.</td>
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Qualification Description

This qualification reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

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

Total number of units = 13

- 5 core units
- 8 elective units, consisting of:
  - at least 3 units from the Administration group below
  - up to 5 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

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

Core units

CHCCOM005  Communicate and work in health or community services
CHCDIV001  Work with diverse people
HLTINF001  Comply with infection prevention and control policies and procedures
HLTWHS001  Participate in workplace health and safety
BSBMED301  Interpret and apply medical terminology appropriately

Elective units

Administration

HLTADM005  Produce coded clinical data
BSBFIA301  Maintain financial records
BSBFIA303  Process accounts payable and receivable
BSBFLM305  Support operational plan
BSBFLM309  Support continuous improvement systems and processes
BSBINM301  Organise workplace information
BSBINM401  Implement workplace information system
BSBINN201  Contribute to workplace innovation
BSBITU306  Design and produce business documents
BSBMED302  Prepare and process medical accounts
BSBMED303  Maintain patient records
BSBRKG301  Control records
BSBRKG303  Retrieve information from records

Other electives
CHCCCS020  Respond effectively to behaviours of concern
CHCCOM001  Provide first point of contact
HLTAID003  Provide first aid
BSBCUS301  Deliver and monitor a service to customers

Qualification Mapping Information
No equivalent qualification.

Links
Companion volumes from the CS&HISC website - http://www.cshisc.com.au