



Australian Government

HLT37315 Certificate III in Health Administration

Release 2

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Modification History

Release	Comments
Release 2	Release 2. Supersedes and is equivalent to HLT37315 Certificate III in Health Administration release 1. Minor change to update First Aid units of competency.
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules.

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
- HLTAID011 Provide first aid
- BSBCUS301 Deliver and monitor a service to customers

Qualification Mapping Information

No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet -

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