



**Australian Government**

# **HLT37315 Certificate III in Health Administration**

## HLT37315 Certificate III in Health Administration

### Modification History

Release	Comments
5	Minor change to replace superseded units of competency in the elective bank.
4	Supersedes and is equivalent to HLT37315 Certificate III in Health Administration release 3. Minor change to update Infection Control unit of competency.
3	Supersedes and is equivalent to HLT37315 Certificate III in Health Administration release 2. Minor change to update Infection Control unit of competency.
2	Supersedes and is equivalent to HLT37315 Certificate III in Health Administration release 1. Minor change to update First Aid units of competency.
1	This qualification was first released in HLT Health Release 2.0.

### 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.

### Licensing/Regulatory Information

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

### Entry Requirements

This qualification has no entry requirements.

## 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.

<b>Core units</b>	
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety
BSBMED301	Interpret and apply medical terminology appropriately
<b>Elective units</b>	
<b>Administration</b>	
HLTCCD001	Apply an understanding of the health care system to clinical coding practice
HLTCCD002*	Interpret and navigate health care records
HLTCCD003	Use medical terminology in health care
HLTCCD004	Interpret clinical documentation using knowledge of anatomy and physiology
HLTCCD005*	Abstract information for clinical coding

HLTCCD006*	Undertake basic clinical coding
BSBFIN301	Process financial transactions
BSBFIN302	Maintain financial records
BSBINS302	Organise workplace information
BSBINS307	Retrieve information from records
BSBINS308	Control records
BSBINS402	Coordinate workplace information systems
BSBMED302	Prepare and process medical accounts
BSBMED303	Maintain patient records
BSBOPS402	Coordinate business operational plans
BSBSTR301	Contribute to continuous improvement
BSBTEC301	Design and produce business documents
<b>Other electives</b>	
BSBOPS304	Deliver and monitor a service to customers
CHCCCS020	Respond effectively to behaviours of concern
CHCCOM001	Provide first point of contact
HLTAID011	Provide first aid

\* Units listed with an asterisk have a prerequisite unit of competency, which are also included in the appropriate group.

## Pre-requisite Requirements

Unit of competency	Prerequisite requirement
HLTCCD005 Abstract information for clinical coding	HLTCCD004 Interpret clinical documentation using knowledge of anatomy and physiology HLTCCD003 Use medical terminology in health care HLTCCD002 Interpret and navigate health care records
HLTCCD002 Interpret and navigate health care records	HLTCCD001 Apply an understanding of the health care system to clinical coding practice
HLTCCD006 Undertake basic clinical coding	HLTCCD005 Abstract information for clinical coding

## Qualification Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
HLT37315 Certificate III in Health Administration	HLT32912 Certificate III in Health Administration	This version was released in HLT Health Training Package release 2.0 and meets the requirements of the 2012 Standards for Training Packages. Change to packaging rules.	Not-Equivalent

## Links

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>.