



Certificate III in Business (Medical Administration)

National ID: BSB30120 | State ID:AC47

Do you want a career supporting health professionals?

When you complete the Certificate III in Business Administration (Medical) you'll have skills that may be suitable for a medical administration support role.

Gain these skills:

- basic accounting
- workplace organisation
- workplace health and safety
- introduction to medical terminology
- maintaining patient records and medical accounts

Your qualification prepares you for roles such as:

Medical Receptionist | Admissions Clerk | Hospital Ward Clerk | Medical Admissions Clerk Medical Records Officer | Medical Records Clerk | Medical Secretary

Further Study Option(s)

- Certificate IV in Business (Administration)
- Diploma of Business

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Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Mandurah	One semester	No	No selection criteria
Murdoch	One semester	No	No selection criteria