tafeSA

Government of South Australia

Aboriginal Access Centre
Adelaide Metro

Certificate III in Health Administration

National Code: HLT37315 TAFE SA Code: TP00841

2024 Intake

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

Elective Units

Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305
Design and produce business documents	BSBTEC301
Design and produce spreadsheets	BSBTEC302
Maintain patient records	BSBMED303
Organise workplace information	BSBINM301
Prepare and process medical accounts	BSBMED302
Respond effectively to behaviours of concern	CHCCCS020
Write simple documents	BSBWRT311

Description

As we look towards the future, a strong and resilient healthcare system is essential for both social and economic development. If you want a career defined by helping others, this nationally recognised qualification in health administration will allow you to learn the hands-on skills and fundamental knowledge you need to succeed in the sector.

Studying in a supportive environment, you'll learn the skills to support people within a health or medical environment in a health administration role. You'll learn medical terminology, basic business skills, customer service, patient record management, and technical skills to work independently in health or community services.

For assistance with registration please contact;

Fee Free TAFE course

Nicole Lopez or Ronald O'Brien
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visit **tafesa.edu.au/services/aboriginal-support**

freecall **1800 882 661**

Artwork: Peter Watts, Kurta Tirkandi – Learning Place

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