

Health Administration



Your study journey

Year 10

Certificate III
Health
Administration

Certificate IV
Health
Administration



Certificate courses will help you bridge your way to a University Degree

- Provide patient support in **customer service** - greeting patients and carers.
- Includes **booking appointments** and **processing payments**.
- Can include administrative tasks such as **maintaining patient records**.
- **Inventory management** - ensure availability of clinical supplies.

- Regular **planning and review** of services.
- Oversee clinical **business development**.
- Prepare rosters and **allocate duties** to administrative staff.
- Ensure **compliance** with relevant policies and laws.
- Account management and **record keeping** for the practice.

What
your work
will involve

Potential job roles

Medical
Receptionist

Administration
Officer

Practice
Manager

