



Medical Reception

About this course

The Medical Receptionist course will enable participants to enhance their current administrative and customer service skills to suit a medical environment. This could include reception in general practice, hospitals or care facilities.

Entry Requirements

All participants must:
Have basic computer skills
Be able to read, understand and interpret written information. Individuals with a disability are encouraged to apply.

What you will learn

- Telephone techniques in a medical setting
- Emergency procedures
- Medical records
- Non-clinical triage
- Appointment making using Best Practice Software
- Patient billing using Best Practice Software CPR which is a requirement for practices registered with the Royal Australian College of General Practitioners (RACGP)

Delivery

This course is delivered 2 days per week for 2 weeks from our Rosebud and Hastings Campuses. Sessions run Tuesday and Thursday from 9:30am to 3:00pm.

Assessment Methods

The assessment in this course involves non-formal classroom-based workshops and practical tasks. Upon successful completion, participants will be issued with a Certificate of Participation. Please visit our course calendar to find out when the next course is being held.

Course Fees

\$495

For more information on enrolment please visit our website advance.vic.edu.au

Or,

Send an email to train@advance.vic.edu.au

Locations

Advance Community College (RTO 4016)

6 Henry Wilson Drive, Rosebud | P: 5986 4623

1973 Frankston Flinders Road, Hastings

*If you have a debt from fines (e.g. infringement notices) participation in this course may be able to reduce it.
This course is an approved Work and Development Permit Scheme activity.
This course may count towards your Points Based Activation System (PBAS).*

*Advance respects and values everyone regardless of their gender, sexual orientation, disability, age, ethnicity, race or religion. Individuals with a disability are encouraged to apply.
We are committed to child safe practices and equality for all.*