



About this course

The Medical Receptionist course will enable participants to enhance their current administrative and customer service skills to suit a medical environment. If you are looking for a career change or even returning from a long absence; we assist with resume building, interview skills, job searching and more.

HLTAID009 Provide Cardiopulmonary Resuscitation

Entry Requirements

All participants must:

- Be a minimum of 17 years of age;
- Be an Australian or New Zealand citizen;
- Not be attending school;
- Be able to read, understand and interpret written information.
- A reasonable degree of physical fitness is required, as CPR must be performed continuously, for a minimum of 2 minutes, on both adult and child manikins.

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)
- Employability skills
- Resume and Interview techniques
- HLTAID009 Provision of Cardiopulmonary Resuscitation (CPR)

Delivery

This course is delivered 2 days per week for 4 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. Participants will be assessed based on the principles of competency-based training. Upon successful completion, participants will be issued with nationally recognised Statement of Attainment (**CPR only**) and a Certificate of Completion.

Course Fees and Enrolment

Government subsidised concession fee: \$14.40*

Government subsidised tuition fee: \$72.00*

**This course is subsidised by the Victorian Government through Adult, Community and Further Education (ACFE). Eligibility criteria applies.
\$495.00 fee for service, for applicants not eligible for funding.*

For more information on eligibility and 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