

# 2012 Hobart Workshops

## Fee includes:

- All course materials and assessment
- Full student support throughout your 12 months study period
- Complete study timetable
- Facilitation by industry experts
- Morning / afternoon tea and lunch
- Full qualification on successful completion

- Statement of Attainment for partial completion
- Online submission of assessment tasks

## Benefits

- ▶ Face-to face interaction with industry experts
- ▶ Nationally accredited qualification
- ▶ Supportive learning environment
- ▶ Practical training directly applicable to your practice

**Workshop enrolment fee: \$3800 (AAPM members) • \$4000 (Non-members)**

Traineeships available. To enquire about eligibility, please contact JobNet Tasmania on 1300 376 776.

The logo for UNE Partnerships, featuring a green square with a white circular icon on the left, followed by the text "unepartnerships" in a blue sans-serif font.



T: 1800 288 622 • E: [practice@unep.edu.au](mailto:practice@unep.edu.au) • [www.practicemanagement.edu.au](http://www.practicemanagement.edu.au)



# Certificate III in Business Administration (Medical) (BSB31107)

Venue: **Hobart**

Time: **9am - 4pm each day**

Enrolment Final Date: **10 February 2012**

*After this date, please call for availability as places are limited*

<b>PRESENTER</b>	Gary Smith					
	Tuesday 13 to Thursday 15 March			Tuesday 8 to Thursday 10 May		
<b>MODULE</b>	<b>Work priorities and scheduling</b>	<b>Communication and the practice</b>	<b>Working in the practice environment</b>	<b>An awareness of medico-legal issues</b>	<b>Working with practice administration</b>	<b>Financial record keeping</b>
<b>COMPETENCY</b>	<ul style="list-style-type: none"> <li>Organise personal work priorities and development</li> <li>Organise schedules</li> </ul>	<ul style="list-style-type: none"> <li>Deliver and monitor a service to customers</li> <li>Interpret and apply medical terminology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Develop keyboarding speed and accuracy</li> <li>Participate in OHS procedures</li> </ul>	<ul style="list-style-type: none"> <li>Apply the principles of confidentiality, privacy and security within the medical environment</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and process medical accounts</li> <li>Maintain patient records</li> <li>Assist in controlling stocks and supplies</li> </ul>	<ul style="list-style-type: none"> <li>Process payroll</li> <li>Process accounts payable and receivable</li> <li>Maintain a general ledger</li> </ul>

*Presenter subject to change*

**Please note:** Workshops are dependent on minimum numbers of enrolments