



CONSULTING GROUP

We guide you to greatness

In partnership with Outsource Services
NPN: 31560

Medical Reception/Secretary Training

Jigsaw Medical is a specialist recruitment; training and management consultancy committed to ensuring Administration staff are trained in a "hands on style" and are job ready.

Book NOW! To secure a place in our next course
Limited Numbers apply!

Course Overview

Upon successful completion of this course you will receive a statement of attainment in:

- BSBMED301B** Interpret and apply medical terminology appropriately
- BSBMED302B** Prepare and process medical accounts
- BSBMED305B** Apply the principles of confidentiality, privacy and security within a medical environment.

This is recognised in all Medical Practices throughout Australia.

You also receive a pracsoft training disk to take home.

1. Practice Administration

- Medical reception duties
- Medical records
- Patient liaison
- Occupational health and safety
- Ethics and confidentiality
- Medical legal issues
- Appointment book
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2. Infection Control

- Principles of infection control
- Blood and body fluid spills
- Handling and use of chemicals
- Instrument and equipment processing area
- Management of waste
- Sharps management

3. Medical Accounts – Hands on using Pracsoft and Medical Director

- Health care systems in Australia
- Medicare
- Fee structure
- Processing accounts
- Bulk billing and private accounts
- Work related and motor vehicle injuries
- Department of Veterans Affairs
- Referrals
- Banking
- Scanning

4. Medical Terminology

- General medical terms
- Components of medical terminology
- Areas of medicine, instruments and symbols
- Medical abbreviations

**LIMITED PLACES WITHIN THIS EXCITING COURSE –
RESERVE YOUR PLACE NOW**

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| Duration: | Two Saturdays from 9.00am – 4.30pm |
| Location: | Brisbane Campus |
| Course Dates: | Please phone for full course timetable |
| Total Investment: | \$600.00 |
| Computer Experience: | Essential |
| A genuine interest in the medical industry: | Essential |

Call Jigsaw today on 07 3351 1588 to secure your place in the next course.