



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**

**Duration:** Two Saturdays from 9.00am – 4.30pm

**Location:** Gold Coast Campus

**Course Dates:** Contact Jigsaw for 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.**