



RTO ID: 21985
CRICOS Code: 03386G

HLT47321 - Certificate IV in
**Health
Administration**

For Domestic Students





About the Course

The **HLT47321 Certificate IV in Health Administration** teaches you how to understand and use medical terminology, administer patient record-keeping systems, and contribute to the health industry's organisational performance. You will also study a variety of customer service practises that will enable you to give excellent client care in a variety of medical and health-care settings.

You will be able to undertake a variety of administrative duties in health services or health facilities with a Certificate IV in Health Administration, both independently and as a senior member of staff in an administrative team. Working in medical facilities such as clinics, hospitals, community health centres, and private practises is a possibility.

Course Details



Duration:
26 Weeks (6 Months)



Training Hours:
740 Hours



AQF Level:
4



Course Delivery:
Blended



Campuses:
Melbourne, Sydney, Perth, Kochi (India)

The course is provided through Blended mode of delivery. It will be delivered over 740 hours including theory, Simulation training.

Job Outcomes

- Health Administration Supervisor
- Medical Records Section Leader
- Senior Clinical Coder
- Senior Clerk
- Executive Assistant
- Ward Clerk
- Front Office and reception duties
- Assistant to Practice Manager
- General Office Help

This course follows Competency-based training which is the concept that individuals learn at different rates as well as through different modes and different environments and that the skills and knowledge that a student has acquired previously are able to be formally recognised.

Mode of Delivery

BLENDED

40 contact hours will be delivered through synchronised online learning which includes on- campus simulation based training / assessments.

Besides the above structured learning, students are advised that they will be required to do approximate 15 hours per week of unstructured learning.

The simulation training is for review of the learning activities, practicing communication, work based skills, management skills and to undertake other assessments e.g.: group presentation / individual presentation.

Entry Requirements

- 16 years of age and above at the time of commencement of the course*#
- Successful completion of an Australian Year 11 course or equivalent.

*Mature age students (22+) may also be considered without the minimum education requirements. Each case will be reviewed individually to ascertain the capacity of the applicant to meet course requirements.

#Students below 18 years of age should have consent from their parents prior to getting enrolment in any courses.

Additional Requirements

- Language, Literacy and Numeracy (LLN) requirement. All students are required to undergo the LLN test proffered by IHNA for their suitability to be determined for undertaking the course successfully.

- Possess basic computer skills
- Having own computer (desktop or laptop) to facilitate the training and assessment. Recommended Laptop requirements: Core i3 Processor, 4 GB of RAM, Operating system; Windows 7 or later version, Screen; 10” or higher, Microsoft Office or Open Office Program, Adobe Reader and Antivirus Program.
- Professional Experience Placement (PEP) requirements
 - A satisfactory National Police Clearance (NCC) or Australian Federal Police (AFP) Clearance certificate
 - Required immunisation
 - Working with Children Check (WWCC)
 - Physical requirements that are necessary to pass the course objectives are:
 - **Strength:** To assist with lifting and transferring a client, and perform CPR
 - **Mobility:** To bend, stoop, and bend down to the floor; ability to move around rapidly; and to move in small, confined spaces
 - **Hearing:** To hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages
 - **Vision:** To make physical assessments of client and equipment
 - **Communication:** To communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors
- Students must declare a disability or disorder (if any), or if they are on any medication which may require reasonable adjustments.

Where a student breaches the above requirements, they could be excluded from their practical placements which may result in unsuccessful completion of the course.

Fees & Funding

Full Fee: \$3,500

State Funding

Victoria: If the student is eligible, for Government funding, student pays: \$0*#

Western Australia: Government subsidised: \$1,820.00 Concession: \$543.20 (Contact us to check Funding Eligibility)#

New South Wales: No Funding Available

*This training is delivered with Victorian and Commonwealth Government Funding

#The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees

How to Enrol

Online

Submit your application through our website
www.ihna.edu.au

Email

Send an email to
enquiry@ihna.edu.au

Face to face

Appointments are available by contacting us through our Toll-Free number.

Toll free

You can speak to our admissions consultant if you are unsure about the process.

1800 22 52 83



Contact us

Institute of Health & Nursing Australia

Melbourne | Perth | Sydney | Brisbane | Kochi (India)



1800 22 52 83



enquiry@ihna.edu.au



www.ihna.edu.au

Disclaimer: All details on this flyer are accurate on date of publication. Government Funding is available for selected courses in selected campuses and subject to conditions, please contact us for more details. IHNA reserves the right to alter any course, procedure or fees. Please refer to IHNA policies & procedures for more information on IHNA website.

Legal entity: Health Careers International Pty Ltd

RTO ID: 21985 | CRICOS Provider Code: 03386G | ACN: 106 800 944 | ABN: 59 106 800 944

Version: 9.4 | Dated: February 2024