



HLT47315 - Certificate IV in
**Health
Administration**

This course has been superseded by HLT47321 – Certificate IV in Health Administration. IHNA is in awaiting approval process for new course. You can still enrol in this course, and you will be notified if you need to migrate to the subsequent edition whenever it becomes available.





About the Course

The **HLT47315 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



Training Hours:
830 Hours



AQF Level:
4



Course Delivery:
Blended



Campuses:
Melbourne,
Sydney, Perth,
Cochin

The course is provided through Blended mode of delivery. It will be delivered over 830 hours including theory, self-paced structured e-learning, 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 Delivery

20 contact hours per week will be delivered through synchronised Online learning which includes on-campus simulation based training and Professional experience placement.

Besides the above structured learning, students are advised that they will be required to do approximate 10 hours per week of unstructured learning.

The blended delivery mode is only available to domestic students on selected campuses and subject to eligibility.

Students must meet additional requirements for Professional Experience Placements as required such as a clear police check, working with children check & immunisations.

*Please call your respective campus locations for more details

Entry Requirements

- 16 years of age and above at the time of commencement of the course.
- Successful completion of an Australian Year 11 qualification or equivalent. Entry into this course requires IELTS band score of 5.5 or equivalent.
- Basic computer skills
- Applicants will have to demonstrate their competence in literacy and numeracy levels in an Australian Core Skills Framework (ACSF) at Exit Level 3 and participate in a pre-training review (PTR) when enrolling into the course.
- Mature age students (22+) will also be considered without the minimum education requirements. Each case will be reviewed individually to ascertain the capacity of the student to meet course requirements.

Aboriginal and/or Torres Strait Islanders are encouraged to apply.

Upon successful completion of all the required units of competency, students will be issued a testamur with record of results.

Fees & Funding

State Funding

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

Western Australia: Check with us for Domestic Scholarships

New South Wales: Check with us for Domestic Scholarships

*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

Walk into any IHNA campuses.

For More Details Please Contact:

+61 282 286 441



Contact us

Institute of Health & Nursing Australia

Melbourne CBD | Melbourne Heidelberg | Perth CBD | Sydney



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

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