



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)



AQF Level:
4



Course Delivery:
On Campus &
Blended



Campuses:
Melbourne,
Sydney, Perth,
Cochin

The course is provided through Blended mode of delivery. It will be delivered over 962 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

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 proffered by IHNA.
- Possess basic computer skills
- Having own computer to facilitate the training and assessment

- Professional Experience Placement (PEP) requirements
 - National Police Clearance (NCC) or Australian Federal Police (AFP) Clearance certificate
 - Required immunisation
 - Working with Children Check (WWCC)
 - A valid NDIS Worker Screening Check
 - 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.

IHNA highly recommends students to complete the immunisation process before the PEP start date as some facilities will not provide placement to students without Immunisation.

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

In the event that a student fails to meet the mentioned requirements, it may lead to exclusion from their practical placements, which could potentially result in an unsuccessful completion of the course.

Fees & Funding

Full Fee: \$2,990

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

*State and federal government funding is available for eligible candidates.

#Tuition Fees do not include any additional resources such as books, uniforms, equipment, printing, duplicate student id card etc.

"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 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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