Careers in Medical Reception

Manea Senior College in conjunction with the Dental Nursing Australia and Kingston Training and Employment, would like to offer you a unique opportunity to combine your senior school studies and a career in medical reception.

**Certificate II Medical Reception**

The nationally accredited course Cert II in Business Administration (Medical Reception) has been developed in association with the Australian Medical Community.

This qualification is designed to equip students with the essential knowledge, skills and attributes required to work effectively in the Health Care setting in clerical/administrative field. Graduates are in a position to seek relevant employment in the General and Specialist Medical sectors which requires a degree of responsibility, discretion, judgement and some multi skilling.

**Objectives of course:** Introduction to Medical Terminology, Filing, Indexing, Telephone Skills, Office Procedures, Medical Emergencies, Basic First Aid, Infection Control, OHS, Maintain a Safe Workplace, Communication, Legal and Ethical Issues, Dealing with Conflict, HIC Medicare, Workers Comp, Awards and Employment contracts, Surgiware medical Software.

**Delivery:**

2 days per week at Dental Nursing Australia and 3 days per week at Manea Senior College. This allows you to complete your secondary graduation whilst achieving an industry standard qualification.

**Duration:**

Two (2) school terms of approx 10 weeks

**Payment options:**

Increment payment plans available

**Courses:**

Students are recommended to study Mathematics and English as part of their senior school studies with Manea Senior College. Human Biology would be considered an advantage.