

Health Administration and Practice Management

You get to do it your way!

Our training programs are student-centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I realise

With HBTA one gets to choose training options:

- custom designed qualifications using the full range of available electives
- the ability to select additional electives for an 'add-on' Statement of Attainment
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate skills already acquired

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- corporate groups (your venue or ours)
- small group webinars

With these great advantages:

- enrolment at any time
- Study plans to suit personal time availability
- Progress at learner's own pace*
- Corporate group and valued client discounts
- PAYG payment options for individuals

** Normal progression rules apply. Please ask for a student manual for full details of submission requirements.*

Why do a whole qualification if you only need a skills set?

A skills set is a set of Units from the full qualification that may be offered to meet specific job requirements or as electives imported into other qualifications.

These may be taken as customised corporate or individual training for job roles such as:

- Medical Reception
- Medical Transcriptions
- MYOB training

Please ask us how to put together a short course to meet your learning needs..

Practical Skills Demonstrations

Some of the units require you to demonstrate skills in working with others.

This can be done by:

- workplace projects in participative management
- managing meetings either face to face or via webinars
- buddy training with another student, by arrangement
- video recordings of sessions in the workplace or in community settings
- recognition evidence (portfolio) verified by references and learner feedback

You can discuss these options with your assessor at any time during the course.



RTO No: 30831

HLT32912 Certificate III in Health Administration

15 competency units are required for award of this qualification, including:

- 5 core units
- 10 elective units

Fees:

Code	Mode	Fee
HLT32912-f	Self-paced + mentoring / webinars	\$3,300
HLT32912-r	Recognition (RCC & RPL) not requiring gap training	\$950
HLT32912-g	Recognition (RCC & RPL) requiring gap training	\$1,550

Core Units: All must be taken

Code	Title
BSBFLM303C	Contribute to effective workplace relationships
HLTHIR301C	Communicate and work effectively in health
BSBMED301B	Interpret and apply medical terminology appropriately
HLTIN301C	Comply with infection control policies and procedures
HLTWHS200A	Participate in OHS processes

Elective Units: 10 must be chosen

Code	Title
BSBADM311A	Maintain business resources
BSBFIA301A	Maintain financial records
BSBFLM305C	Support operational plan
BSBFLM309C	Support continuous improvement systems and processes
BSBINM301A	Organise workplace information
BSBINN301A	Promote initiative in a business environment
BSBMED302B	Prepare and process medical accounts
BSBMED303B	Maintain patient records
BSBMED401B	Manage patient record-keeping system
BSBRKG301B	Control records
BSBRKG303B	Retrieve information from records
BSBWOR301B	Organise personal work priorities and development
BSBWRT301A	Write simple documents
HLTAD301B	Assist with practice administration
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBFLM312C	Contribute to team effectiveness
HLTCSD306D	Respond effectively to behaviours of concern

Healthy Business Training Academy

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HLT43212 Certificate IV in Health Administration

15 competency units are required for award of this qualification, including:

- 5 core units
- 10 elective units

Fees:

Code	Mode	Fee
HLT43212-f	Self-paced + mentoring / webinars	\$3,300
HLT43212-r	Recognition (RCC & RPL) not requiring gap training	\$1050
HLT43212-g	Recognition (RCC & RPL) requiring gap training	\$1,550

Core Units: All must be taken

Code	Title
BSBMED301B	Interpret and apply medical terminology appropriately
BSBWOR401A	Establish effective workplace relationships
HLTHIR402D	Contribute to organisational effectiveness in the health industry
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTWHS300A	Contribute to WHS processes

Elective Units: 10 must be chosen (Note that additional choices of electives are available)

Code	Title
HLTHIR402D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBMED401B	Manage patient recording keeping system
BSBADM409A	Coordinate business resources
BSBHRM402A	Recruit, select and induct staff
BSBWOR404B	Develop work priorities
HLTCOM405D	Administer a practice
SITXHRM003A	Roster staff
BSBFIA402A	Report on financial activity
BSBRES401A	Analyse and present research information
HLTCOM404C	Communicate effectively with clients
BSBCUS401B	Coordinate implementation of customer service strategies
BSBCUS402B	Address customer needs
BSBCUS403B	Implement customer service standards
BSBAUD402B	Participate in a quality audit
BSBINN301A	Promote innovation in a team environment
BSBMGT402A	Implement operational plan
BSBRISK401A	Identify risk and apply risk management processes
BSBWOR402A	Promote team effectiveness
HLTCSD306D	Respond effectively to behaviours of concern

HLT52012 Diploma of Practice Management

16 competency units are required for award of this qualification, including:

- 10 core units plus HLTIN301C as a pre-requisite
- 6 elective units

Fees:

Code	Mode	Fee
HLT52012-f	Self-paced + mentoring / practical workshops	\$2,500
HLT52012-r	Recognition (RCC & RPL) not requiring gap training	\$850
HLT52012-g	Recognition (RCC & RPL) requiring gap training	\$1,500

Note if you are enrolling in both Diplomas with the same units, the additional fee is only \$75 for administration. If you are selecting additional units you will get Credit Transfer without unit fees for common units across the two Diplomas and will pay \$100 each for the additional units.

Core Units: All must be taken

Code	Title
BSBMED301B	Interpret and apply medical terminology appropriately
BSBMGT502B	Manage people performance
BSBRISK501A	Manage risk
HLTHIR505D	Provide leadership in promoting effective work practices in health
HLTHIR506C	Implement and monitor compliance with legal and ethical requirements
HLTIN301C	Comply with infection control policies and procedures (pre-requisite to HLTIN403C)
HLTIN403C	Implement and monitor infection control policies and procedures
HLTWHS300A	Contribute to WHS processes
HLTWHS501A	Manage workplace WHS processes
HLTPM501B	Manage in a health care business
HLTPM502B	Manage health billing and accounting system

Elective Units: 6 must be chosen (Note that additional choices of electives are available)

Code	Title
HLTHIR402D	Work effectively with Aboriginal and/or Torres Strait Islander people
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
BSBADM502B	Manage meetings
BSBAUD503B	Lead a quality audit
BSBAUD504B	Report on a quality audit
BSBCUS501C	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBHRM506A	Manage recruitment selection and induction processes
BSBMGT515A	Manage operational plan
BSBMGT516C	Facilitate continuous improvement
BSBMKG608A	Develop organisational marketing objectives
BSBWOR502B	Ensure team effectiveness
CHCORG428A	Reflect and improve own professional practice
CHCPOL504B	Develop and implement policy
HLTHIR501C	Maintain an effective health work environment