

"Level 3 – Medical And Clinical Administration"



Student Profile

This programme is designed for people who wish to gain a recognised qualification to enable them to begin work or improve their career in Medical Reception and Medical Administration roles. No prior knowledge is required.

Objectives

The aims of this course are to :

- Develop a broad understanding of the principles of medical administration & reception
- Learn techniques and good practice for medical administration
- Develop skills required in all areas of medical and clinical administration
- Develop specialist knowledge of medical legislation and terminology
- Prepare for AMSPAR studying qualifications
- Gain a recognised award from a leading UK awarding body

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and study-guide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and then marked by your tutor. There is no external examination required.

Course Accreditation

At the end of this course successful learners will receive a level 3 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland. The course is provided in conjunction with Kendal Publishing Limited - a licensed NCFE centre.

NCFE is recognised as an awarding body by the qualification regulators for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 60 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Study-guide.
- Comprehensive study notes for each element of the course.
- Self-assessment activities.
- Assignments.
- Tutor support.
- Assignment marking & feedback.
- Certification.

Price and Payment Methods

Please refer to current price list or call for details.

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Course Structure

The course consists of seven study units:

1: Reception Skills

- General reception skills
- Duties of a Medical Receptionist
- Telephone skills
- Customer service
- Making and recording appointments

2: Office Administration

- Record keeping
- Communications
- Time management

3: Technology

- Typing and keyboard skills
- Microsoft office software
- Common medical software

4: Medical Terminology

- Origins of structure and medical terms
- Composition of medical words
- Terminology of body structures, systems, diseases and conditions
- Titles, professional qualifications and professional bodies
- Eponyms, acronyms and abbreviations in common use

5: Working with Medicines

- Drugs awareness
- Legislation governing medicines
- Medicines
- Controlled Drugs
- Drugs disposal

6: Hygiene

- The importance of hygiene
- How to maintain hygiene standards
- Cleaning for infection control
- Waste disposal for infection control
- Health care associated infections

7: Confidentiality

- The need for confidentiality
- The legal position
- Best practice
- Other legislation associated with record keeping



Course Provider



Accreditation Body

Training Provider details:

Focus Coaching & Training



☎ 0116 215 5559

✉ enquiry@focuscoaching.org.uk

🌐 www.focuscoaching.org.uk