The Certificate IV in Health Administration equips you with the skills to work unsupervised, or to lead others, in a health administration role. You will learn how to keep accurate, confidential records, manage information, lead a team and work effectively in a complex environment.

Entry requirements
Must be employed as an Allied Health Assistant trainee (minimum 13 hours per week).

Job outcome
Please contact SuniTAFE to discuss the job outcomes of this course.

Further study
Please contact SuniTAFE to discuss other qualifications that can extend your skills further.

Please contact SuniTAFE for more information.

1300 4 SUNITAFE
1300 4 78648
Learn more at sunitafe.edu.au
Certificate IV in Health Administration

**Core Units**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR401A</td>
<td>Establish effective workplace relationships</td>
</tr>
<tr>
<td>HLTHIR506C</td>
<td>Implement and monitor compliance with legal and ethical requirements</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>HLTWHS300A</td>
<td>Contribute to WHS processes</td>
</tr>
<tr>
<td>HLTHIR402D</td>
<td>Contribute to organisational effectiveness in the health industry</td>
</tr>
</tbody>
</table>

**Electives**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIN402C</td>
<td>Maintain infection control standards in office practice settings</td>
</tr>
<tr>
<td>BSBFIA402A</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSBRSK501A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBUSU501A</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBCUS401B</td>
<td>Coordinate implementation of customer service</td>
</tr>
<tr>
<td>BSBCUS403B</td>
<td>Implement customer service standards</td>
</tr>
<tr>
<td>BSBINN301A</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>HLTCSD306D</td>
<td>Respond effectively to behaviours of concern</td>
</tr>
<tr>
<td>TAEASS402B</td>
<td>Assess competence</td>
</tr>
<tr>
<td>TAEDEL402A</td>
<td>Plan, organise and facilitate learning in the workplace</td>
</tr>
<tr>
<td>HLTCOM405D</td>
<td>Administer a practice</td>
</tr>
<tr>
<td>BSBRKG402B</td>
<td>Provide information from and about records</td>
</tr>
<tr>
<td>BSBMED401B</td>
<td>Manage patient record-keeping system</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and present research information</td>
</tr>
<tr>
<td>BSBHSM401A</td>
<td>Review human resources functions</td>
</tr>
<tr>
<td>BSBWOR402A</td>
<td>Promote team effectiveness</td>
</tr>
<tr>
<td>BSBWOR404B</td>
<td>Develop work priorities</td>
</tr>
<tr>
<td>BSBWRRK410A</td>
<td>Implement industrial relations procedures</td>
</tr>
<tr>
<td>HLTMABFC402C</td>
<td>Communicate in complex or difficult situations</td>
</tr>
<tr>
<td>BSBCUS402B</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>HLTCOM404C</td>
<td>Communicate effectively with clients</td>
</tr>
<tr>
<td>CHCCS427A</td>
<td>Facilitate adult learning and development</td>
</tr>
<tr>
<td>BSBRKG403C</td>
<td>Set up a business or records system for a small office</td>
</tr>
<tr>
<td>BSBMG4042A</td>
<td>Implement operational plan</td>
</tr>
<tr>
<td>BSBAUD402B</td>
<td>Participate in a quality audit</td>
</tr>
<tr>
<td>HLTC4101B</td>
<td>Undertake complex clinical coding</td>
</tr>
<tr>
<td>BSBADM409A</td>
<td>Coordinate business resources</td>
</tr>
<tr>
<td>CHCORG600D</td>
<td>Manage projects and strategies</td>
</tr>
<tr>
<td>HLTC402B</td>
<td>Complete highly complex clinical coding</td>
</tr>
<tr>
<td>CHCCS401C</td>
<td>Facilitate responsible behaviour</td>
</tr>
<tr>
<td>BSBRKG401B</td>
<td>Review the status of a record</td>
</tr>
<tr>
<td>BSBRHM402A</td>
<td>Recruit, select and induct staff</td>
</tr>
<tr>
<td>SITXHRM003A</td>
<td>Roster staff</td>
</tr>
<tr>
<td>HLTMAMP408B</td>
<td>Administer the information management system of a medical practice</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with aboriginal and/or torres strait islander people</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
</tbody>
</table>

**Indicative Fees**

Average total fees to complete this course:

- Self-funded: $7,245
- Government Subsidised: $3,115
- Concession: $1,227
- Skills Recognition: $1,735
- Skills Recognition Concession: $791

Average total fees include designated materials and student services, and will vary according to your specific unit choices and other factors.