

STUDENT SERVICES AVAILABLE

- * Course and career information.
- * Recognition of Prior Learning.
- * Grievance procedures.
- * Confidentiality re personal or educational matters.
- * Photocopying.
- * Fax Service – during office hours.
- * Computer access – cost \$5.00 per hour. Bookings are essential – please contact a staff member.
- * Internet access – daytime only. Book through office.
- * Childcare for day courses at \$6.00 per hour - bookings

HOW TO ENROL

To secure one of the limited number of places available, please complete an enrolment form and forward it with the course fee to Park Orchards Learning Centre, PO Box 68, Park Orchards 3114. Alternatively, visit the Learning Centre and enrol in person. People enrolling by mail will be notified by receipt that they have secured a place.

Phone Program Co-ordinator on **9876 4381** for further information.



572 PARK ROAD, PARK ORCHARDS 3114

REG. NO: 4008

PHONE: 9876 4381

FAX: 9876 3263

EMAIL: pochi@parkorchards.org.au

Web site: www.parkorchards.org.au

Medical Terminology & Reception



COURSE COMMENCEMENT and DURATION

Course commences at the beginning of each term and runs for 40 hours. Night time courses are presented over 13 weeks (6.30pm-9.30) and daytime courses over 8 weeks (9.30am -3pm)

This very comprehensive medical terminology and reception course provides essential skills to enable students to return to the workforce and enhance their job opportunities.

The objective of the course is to provide participants with the opportunity to develop:-

- * Skills to work efficiently and professionally within a medical practice including private medical and dental and allied services.
- * An understanding of a wide range of medical terms, concepts and knowledge of medical practice procedures which will enable students to identify ways of improving their own productivity.

ENTRY REQUIREMENTS

Basic level of literacy, numeracy and comprehension.

FEES & CHARGES

Government Funded places will be offered to eligible applicants as indicated by ACFE (Adult community and Further Education). For more information contact the office. Please enquire about eligibility. Proof will be required.

Funded Fee: \$179
Fee for Service: \$500

Fees include tuition, materials and text books. Students requiring financial assistance should contact Centre Manager - Judy Haley

COURSE CONTENT

Medical Reception

- * Harassment in the workplace
- * Patient communication strategy
- * Introduction to Medicare and Private health insurance
- * Benefits
- * TAC and Work cover
- * Brochures for patients

- * Confidentiality and professional conduct
- * Taking messages
- * Typing referrals
- * OH & S
- * Sorting equipment
- * Prepare the days banking

Medical Terminology

- * Analysing medical words
- * Muscular skeletal systems
- * Haematology System
- * Lymphatic System
- * Cardiovascular System
- * Respiratory System
- * Digestive System
- * Urinary System
- * Reproductive System
- * Gynaecology and Obstetrics
- * Endocrine System
- * Nervous System
- * Oncology
- * Circulatory System

ASSESSMENT REQUIREMENTS

All students will be assessed for competency and will undergo assessment tests both in terminology and reception. This will include tests in class in the form of role plays, quiz, written test and questionnaire

STUDENT SUPPORT

The tutors and staff at Park Orchards Learning Centre are all highly experienced and qualified and understand the pressures and needs of adults who return to study. They are here to assist you when and if needed. Course and career information also available, please speak to the education co-ordinator.