

Medical Administration – Advanced (Level 3)

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development
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This apprenticeship develops the knowledge, skills and behaviours for medical administration roles including communicating effectively, organising medical appointments, producing documents, dealing with medical correspondence and developing complementary technical skills according to your job role.

Why study this course?

- Do you want to progress in medical administration?
- Is there a requirement for you to help your organisation work more effectively in providing high quality medical administration?
- Do you currently have a role that would allow you to develop the skills and knowledge within this qualification?
- Do you currently work in a medical administration role but are not yet qualified?

Who is the course aimed at?

There are many job roles that apply to medical administration advanced apprentices. Examples of these job roles are:

- Medical secretary
- Medical administrator

What you will study

The L3 Diploma in Medical Administration covers a range of skills in:

- Managing personal and professional development
- Medical administration
- Managing communication in a medical environment
- Medical word processing
- Production of medical records from recorded speech
- Medical principles for the administrator

Knowledge and Skills you will develop

- Learning and understanding the advanced concepts of medical administration and how to apply your knowledge and skills in the workplace
- Medical principles, administration and word processing
- Using appropriate communication channels with colleagues, medical professionals and patients
- Teamwork skills

Behaviours you will develop

Working in medical administration requires good communication skills, teamwork skills, interpersonal skills and the ability to improve own learning and performance.

Entry requirements

- You will need to complete initial assessments in maths and English and take part in an interview with a member of our Assessment Team.
- You will need to be working in an environment that will provide you with the opportunities to learn and develop medical administration skills in a supervisory capacity.

How long will it last?

12 – 24 months

How will it be delivered?

- The Diploma will be delivered in your workplace on a one-to-one basis with your assessor. This will be assessed through the completion of a portfolio of evidence.
- The Medical Units will be delivered during a 24 week course at College or workplace, 2 hours per week. This will be achieved by passing City and Guilds written tests.
- Maths and English development will be delivered on a flexible basis to suit the Apprentice and employer.
- Employment Rights and Responsibilities will be embedded into the above qualifications' delivery.
- You and your employer must demonstrate a commitment to off the job training to support completion of this apprenticeship

Qualifications gained

- Level 3 Diploma in Medical Administration
- Level 2 Functional Skill in Mathematics (if required)
- Level 2 Functional Skill in English (if required)
- Level 2 Functional Skill in ICT (if required)
- Employee Rights and Responsibilities

Progression to further study

- Level 4 Higher Apprenticeship in Business and Professional Administration Services
- A range of Business and Management undergraduate programmes, Medical Secretary, Medical Office Management and Medical Notes Transcription
- A range of Business or Medical Professional Qualifications at Level 4 and above

Further details

Further details on this framework can be found at:

www.afo.sscalliance.org

Who to contact

For more information about apprenticeships, funding and training, please contact our Business Development Team on 01704 392817 or email on employer@southport.ac.uk

Apprenticeships at Southport College