Wesley Institute of Training

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Medical Reception and Terminology

Short Course

* Become Job Ready in 4 weeks –

**(SAME SETOUT AS CERT III BROCHURE)**

FRONT PAGE

Wesley Institute Partners

LOGOS HERE

**QUOTE AT THE TOP OF THE PAGE** The course was fantastic with a great mixture of theory, group discussions and practical delivery. The trainers were amazing- especially Neala who made it super fun with her relevant life stories and was always there to help when someone needed it. Her knowledge and passion for the health sector did not go unnoticed.

The information Wesley’s has produced for this course was presented so well and made for easy and stress free learning. I actually still read through my booklets to this day.**I was extremely fortunate that I was able to gain employment as a medical receptionist a day before I completed the course.**

**- Tiffany**

Photograph

Course Outline

**Putting your Life Experience to Work**

**Australian Leaders in Medical and Business Administration Training**

**Nationally Accredited Programmes**

**In Partnership with the Australian Red Cross**

Working within the Health Professions offers candidates an exciting, responsible and fulfilling work experience second to none. Did you know, from a recent national survey, most medical receptionists list ‘helping people’ as the most satisfying part of their role, while ‘organising the practice’, comes in a close second!

Wesley’s intensive short course, is designed to enable students to become ‘Job Ready’ to seek employment in a variety of settings including, medical administration, dental, hospital administration, ward clerk, medical secretarial and a range of allied health opportunities.

**Medical Careers**

Did you know, the Australian healthcare sector is the largest industry for employment opportunities also with the **largest forward** **growth** of *any* industry noted by employment analysists. With a growing, aging population, career opportunities are excellent with a large increase in the scale or hiring being noted around Australia.

Working within the Health industry offers the student reliable and flexible career opportunities, with solid pathways for Career Advancement and further training. The role of Medical Administrator, Receptionist or Secretary is one that requires specific training, skill sets, personal qualities and a high professional work ethic. We believe understanding the medical culture is just as important as good skills!

Wesley Institute is also a registered employment agency, and for over 20 years, we have been highly engaged with industry, with our fingers on the pulse as to career opportunities in the market. Our short course includes a comprehensive unit on Medical Careers – understanding the hidden job market – how to find the jobs and how to get them!

**Students complete the Wesley short course empowered, and job-ready!**

**Course Content Units from BSB31115 (like other brochure)**

**Wesley Medical Reception and Terminology Short Course Curriculum**

**BSBMED301** Interpret and Apply medical terminology appropriately

**BSBMED302** Prepare and process medical accounts

**BSBMED303** Maintain patient records

**BSBMED304** Assist in controlling stocks and supplies

**BSBMED305** Apply the principles of confidentiality, privacy and security within the medical environment

## **Wesley Short Course Content**

During the **administrative** modules, we cover all aspects of running a private clinic, from billing to Medicare, patient services, confidentiality, patient records, accounts and all of the day to day interactions between patients and doctors. Students also have the opportunity to practice their billing skills on modern medical software.

During the **terminology module**, we journey together discovering fascinating aspects of the Human Body; unravelling the secret language of terminology in an easy and interactive fashion.

Students are often amazed at how easy and **personally empowering** it is to learn the fundamental skills to understand and interpret **medical terminology**.

## **PUT IN THE WESLEY COURSE CURRICULUM on this page. (Copy from old BROCHURE) XXXX**

**Bonus Training offered with Wesley Institute of Training**

**CPR First Aid Qualification with Australian Red Cross (HLTAID001) -** Discount available for Wesley students

**Medical Triage for Non-Clinical Staff and Customer Service Unit (BSBCUS301) –** Face to face workshop and online assessments – discount available for Wesley students

**Wesley Online Training**  **Building a Dynamic Job Portfolio** ($55.00)

**Wesley Online Training**  The **Minute Taker’s** Workshop & Certificate ($55.00)

**Wesley Online Training Wesley Type-fast Online Keyboard programme** and Certification to Australian Standards

**Wesley Online Training**  **Women and Leadership – Owning your Strengths and Skills** ( $XXXXX)

**Wesley Microsoft Online** A range of **Microsoft Online Short Courses** with Certificate of Completion for your Portfolio (from $55.00)

**Wesley’s Online LMS** Pick from over 800 short skill building courses. Intense 120 minute byte sized learning opportunities with a Certificate of Completion for your Portfolio. Competitively priced and easy to complete.

**Medical Careers

(picture in circle if poss)

Quote *I have employed staff from the Wesley Institute of Training previously and have found their comprehension over and above staff doing other courses.  I again needed to add to our reception pool and within hours of a phone enquiry I was sent outstanding resumes from applicants that had excelled in the Wesley course.  What I have found is the applicant is motivated and willing to learn.  The material Wesley teach has a real basis and exactly what we need in general practice.*

*I can recommend the course for anyone wanting to get a leg up on other applicants applying for positions.  We look for new staff who have completed the Wesley training.  Well done Wesley and thank you for the excellent staff you have sent.*

Sue Rendle PM, Manly Clinic

Wesley’s training programme is designed to give you the knowledge and skills to make you Job Ready, to gain employment in a meaningful, growing and exciting industry.

Australia’s healthcare sector, is already the largest employer in the country, is getting even bigger. Analysists all agree, it is not only the largest employer in the country, it also shows the largest growth trends around the country.

## **Job ready – Careers Workshop including in your Course**

As part of your short course, students attend the **inspirational and practical Professional Development session, ‘Medical Careers Workshop’.** The workshop draws from Wesley’s 20 years experience in Medical Recruitment, and offers students the opportunity to discover their individual strengths and skills. Wesley explain the hidden job market (did you know over 80% of jobs are never advertised?) – where the jobs are to be found – and how to win then! Wesley’s workbook includes practical suggestions and templates, to produce winning Covering Letters and CV’s.

**Wesley MedStaff,** a Division of the Wesley Institute Network, is a Registered Employment Agency servicing hospital and private clinics across Australia. Wesley student’s get Jobs!

Wesley’s training programme is designed to give you the knowledge and skills to make you Job Ready, to gain employment in a meaningful, growing and exciting industry. As part of your short course, students attend the **inspirational and practical Professional Development session, ‘ Medical Careers Workshop’** together with samples of CV’s, covering letters, analysis of skills and attributes and more!

Students receive 5 free downloadable CV templates from the Wesley Resume Guru!

**CAREER OUTCOMES (Same as page 3 of other brochure) Please change 2016 to 2018 – 2022 (DATE RANGE) say over 320,000 new Healthcare jobs will be created etc etc**

**. (Please change the BLUE COLOURS on the brochure to be more in-line with our branding or use a different colour like PURPLE etc).**

**Expected Job openings (as in brochure page 3) - Growth – change to 23.3%**

**Please put the following quote somewhere on the page.**

Since February 2008, most job growth in Australia has been delivered into healthcare and social assistance (up 730,000 jobs), **‘The Australian Business Review’, May 2017**

These are 2 articles – maybe put in quote boxes?

Australian Government Logo: Department of Jobs and Small Business

The 2018-2020 employment projections

Employment is projected to increase in 17 of the 19 broad industries over the five years to May 2023. Health Care and Social Assistance is projected to make the largest contribution to employment growth (increasing by 250,300). Together, these four industries are projected to provide almost two-thirds (or 66.4 per cent) of total employment growth over the five years to May 2023.

# Australia's healthcare sector has been on a hiring frenzy

https://secure.gravatar.com/avatar/51f68ba58ec6bee3852791d88c641954?s=32&d=mm&r=g

[DAVID SCUTT](https://www.businessinsider.com.au/author/david-scutt)

MAR 29, 2018, 3

[](https://edge.alluremedia.com.au/uploads/businessinsider/2016/02/GettyImages-457553604.jpg)Australia’s healthcare sector, already the largest employer in the country, is getting even bigger.

According to detailed labour force data released by the Australian Bureau of Statistics (ABS), employment in the health care and social assistance sector jumped by 47,200 in the three months to February, accounting for a whopping 63% of total employment growth nationwide over this period.

## **Who should attend & Pre-requisites**

This programme is ideal for those wanting to gain employment in a private doctor’s rooms (GP or specialist); hospitals, dental surgeries or a range of allied health clinics.

**Mature aged students are especially encouraged to attend.** Candidates with life experience are always in demand and mature aged students are extremely employable.

Wesley have a pre-requisite of a Year 10 Standard of English, access to a computer and the internet – and a genuine interest in the health industry!

## **Industry Recognised and Respected**

Wesley Institute are the Australian Pioneers of Medical Administration training throughout the country. We have established respected industry connections over years of dedicated service and education and as such our Qualification is the most highly regarded and recognised in Australia.

NICE PHOTO HERE

## **Inclusions**

* Australian Medical Administrator’s Handbook – Over 300 pages of information and resources
* Medical Careers – ‘Get that Job’ – Owning your strengths and skills
* Free membership to Student’s Online Mentoring Forum
* Free membership to Wesley’s Certificate of Excellence Programme
* Free registration into Wesley’s Job Club
* Advice on CV and Covering letter production
* Refreshments
* Extensive Study guide
* Medical Dictionary Loan
* Quality Statement of Attainment
* Recognised Australia Wide
* All supporting resources for assessments

## **Course Facilitators**

Our facilitators and mentors comprise mostly of Senior Registered Nursing Staff and Practice Managers holding special qualifications in Adult Education.

Our trainers are invariably leaders and experts in their field; who have a passion for education and training. Our trainers and mentors aspire and nuture our students learning, growth and career success in a safe and fun environment.

## **Assessments**

There are no nasty exams as part of our friendly, hands-on and interactive programme. However, as we are Nationally Accredited, students need to complete assessment during the course to show competence in fundamental tasks and knowledge. Assessments are conducted via assignment, classroom discussion, work simulated projects and role plays – all with the friendly support of our Training Team.

## **Student Services**

Prior to commencing this course, please refer to the Wesley Institute Website, [www.wesleytraining.edu.au](http://www.wesleytraining.edu.au) under Student Services for the Student Handbook, which outlines all of our services and information.

## **Keep Connected!**

Keep connected by joining up to Wesley Facebook and Instagram feeds! Share student stories, hear about industry job opportunities and special discounts. Students are encouraged to join the Wesley forum and fraternise with our Wesley students during their learning journey!

## **Pathways**

Wesley’s short course is designed for Job Readiness into the Medical Market. Interested in pursuing your career and study journey? Enquire about Wesley’s further Qualifications in Health.

## **How to book**

**ONLINE PHONE**

**Secure 24/7 bookings Instant confirmation**

[**www.wesleytraining.edu.au**](http://www.wesleytraining.edu.au) **FREECALL : 1800 001 256**