

# NEW VET in Schools Program

## Health Administration

Certificate III -HLT32907 Health Administration delivered by Mercy Health Training Institute



This program focuses on developing the administrative skills which provide support to all medical establishments. These skills are transferable to any business organisation.

You will develop skills in reception & customer service, document handling, team work processing accounts and medical terminology and will undertake structured work placement in a health care setting.

### Where can it take me?

A student may choose to pursue a career in this field which could lead to undertaking a Diploma in Practice Management or a University Degree in Health Information Management or any other Business administration field.

Future employment could be in a public or private hospital, medical centre, government health department, group medical practices and private employers such as computer companies, imaging consultants, educational facilities and professional bodies.

For more information in relation to this course please contact

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