



Role of a Medical Receptionist : Medical receptionists perform much of the administrative duties associated with a doctor's offices and hospitals. Medical receptionists' tasks will generally include answering the telephone, filing medical records, completing insurance forms, scheduling appointments/follow-ups with patients, billing, bookkeeping, and greeting patients upon arrival.

Most employers prefer graduates of formal programs in medical assisting, programs usually handled in vocational schools and community and junior colleges. These programs are either 1-year (for a certificate) or 2-year (for an associates degree), and cover such subjects as medical terminology and anatomy, along with coursework in general office skills.

For full course outline [Click here.](#)



## Medical Receptionist Certificate

### What you get once you enrol:

- Full access to course materials (lessons, assignments, self assessment tests) on our online Moodle platform
- Full Tutor support through out the course via email and Phone
- Option to do the course on CD if Internet connection is a problem
- Supplementary materials like extra articles, news and information added into your online account through out the course
- Career advice
- Assignment corrections and feedback included
- Exam Fees included

**Course Duration:** 300 hours of study. You can spread out the hours any way it suits you. Most people complete the course in 6 months to 10 months. We require you to submit at least 1 assignment per month. Ideally once you complete studying a lesson it follows with an assignment which you can complete and submit to your tutor. You can get an extension with prior tutor approval.

**Exam:** At the end of the course you will be required to undertake an exam and pass it to get your Certificate.

### What happens once you finish the course?

You will be awarded with your certificate

You can work as a medical Receptionist/secretary or in a health related industry.

You can discuss with your tutor about your career options.

## RECOGNITIONS

WE ARE RECOGNISED BY:  
INTERNATIONAL  
ACCREDITATION AND  
RECOGNITION COUNCIL



## Articulations

**Health Schools Australia** – Health schools offers nationally accredited Advanced Diplomas in various Natural and complementary medicine and nutrition. We have articulated with Health schools so that our students get credits for the course they have undertaken with us in case they wish to pursue higher studies.

We also have articulations with **Warnborough College** in the UK and **NSW School of Massage**.

## Contact us

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Health Academy Australia  
Affordable Online Health Courses