

Medical Reception

Course Information

Certificate in Medical Reception

OVERVIEW

Become a Certified Medical Receptionist in 10 weeks

Working as a Medical Receptionist puts you front and centre when people need a smart, calm, focused face. The Career Academy medical reception and terminology course incorporates precise administration, effective business communication, and an understanding of First Aid procedures. Our medical reception and terminology certificate covers patient record maintenance, ethics and professionalism, and a grounding in Medtech Evolution software. You will also learn to operate as a valuable team player in an environment that allows you to demonstrate your abilities and prove your worth. Enrol for a Certificate in Medical Reception to extend your learning and test your limits.

- Learn to use Microsoft Office
- Gain a medical reception and terminology course qualification to add to your CV
- Learn key office and medical receptionist skills
- Upskill while you work – earn as you learn

Ready to become unstoppable?
Enrol now and start your journey today.

[Enrol Now](#)[Course Content](#)

INVESTMENT

\$995+ GST

upfront payment; or
\$1,295 + GST with a \$25 a week
interest free payment plan

COURSE DURATION

100 hours

COURSE TIMEFRAME

6 months