

# Medical Admin Diploma

## with City & Guilds/AMSPAR

### Level 2 or Level 3 Qualification



This diploma will arm you with the key skills required to work either as a Medical Receptionist or Medical Administrator. You also have the opportunity to gain a reputable industry qualification.

**Designed for those wanting an administrative career in the medical industry. With this diploma you could work in a GP practice, hospital or other healthcare-based business with confidence.**

#### **Specialist skills to work in the administrative healthcare sector**

Working in the medical sector is interesting, challenging and rewarding – you'll need to be super-efficient with top IT skills, but also possess discretion, patience and empathy. The Medical Admin Diploma will teach you all the vital skills you need to be the welcoming and efficient face of a medical practice or department.

You'll learn medical terminology covering a range of specialisms and general medical practice. You'll combine this with the very best office admin skills, including learning the latest Microsoft Office IT software and effective communication skills.

You'll also have the option to choose an elective course from a range of additional subjects including telephone techniques and health and safety essentials.

#### **Get the skills to gain a job as a trained Medical Administrator**

The Medical Admin Diploma offers you the best of both worlds – all the skills you need to work in an office environment as a professional receptionist, plus specialist knowledge designed to help you thrive as a Medical Administrator.

This means you can be confident in applying for a rewarding and interesting role as a Medical Administrator. What's more you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

#### **What will you get in return?**

A Pitman Training diploma is one of the most prestigious training courses you can complete from one of the most highly regarded training organisations throughout the UK and beyond. Plus, you'll have the opportunity to gain a level 2 qualification (level 5 in Scotland).

#### **AIMS AND OBJECTIVES**

This diploma covers a wide range of subjects from the latest Microsoft Office IT software programs, effective communications skills through to the specialised medical secretary word processing and terminology courses giving you the essential skillset you'll need to get that job or promotion!

#### **PRE-REQUISITES**

There are no pre-requisites for this diploma.

#### **CAREER PATH**

Once your training is completed, you can look to apply for roles working as a Medical Administrator, Medical Secretary. From here you can maybe work towards becoming a Practice Manager or Team Supervisor.

#### **CORE COURSES**

##### **Medical Terminology**

This course helps you get under the skin of commonly used medical terminology across a wide range of disciplines. You'll also have the opportunity to achieve the City & Guilds Level 2 Award or Level 3 Certificate in Medical Terminology qualification.

## Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can create professional looking documents and reports quickly and easily.

## Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy

## Or Typaz Speed

If you want to build speed and accuracy then consider our Typaz Speed touch-typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

## Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

## Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

## or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

## Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level. Over a series of self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much more.

## or Excel Expert

This course will provide you with the knowledge and skills to use this popular programme to an advanced level. Over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

## Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

## ELECTIVE COURSES (choose one)

- **Audio Transcription**
- **Successful Meetings and Minutes**
- **Speedwriting**
- **Medical Audio Transcription**
- **Typaz Speed**
- **Health & Safety Essentials**

*(Alternative subjects may be chosen if more suitable to your existing skills and career.)*



**CPD Points:** 160

*(Awarded CPD points upon successful completion).*



## Guideline Learning Time

**160 hours flexi study or 6 weeks full-time**

*(Full-time based on approx 20-30 hours a week)*