

Are you thinking of
work in a new industry
or a brand new career?

Available ACS Qualification Progression Pathway

Medical Receptionist

A medical receptionist greets clients and patients in a clinical setting, organises computerised records and files, is responsible for data security, organises GP's or Consultants diaries, liaises with external stakeholders as required.

This type of role is suitable for a meticulously organised individual with a kind and patient nature. You will be required to have a sensitive and professional approach when dealing with personal information and requests.

STEP 1 Take on an Introduction to Medical Terms

Statement of Attainment in Medical Terminology

Medical Terminology BSC109

STEP 2 Study and Gain Work Experience

Specialist Award in Healthcare Administration

Efficient Writing AWR102

Medical Terminology BSC109

Office Administration VBS102

Plus 200 hours Relevant Work Experience

STEP 3 Get Noticed by Employers

Certificate of Applied Medical Service Support

Efficient Writing AWR102

Medical Terminology BSC109

Office Administration VBS102

Industrial Psychology BPS103

Communications VWR100

Ethics BPS217

STEP 4 Get work!

Edit and improve your resume.

Request an academic reference from your tutor to support your application.

Request a workplace reference from your work experience placement in STEP 2.

Apply for positions and secure employment!

Contact ACS Distance Education on 07 5562 1088 to find out more. Or email our friendly team admin@acs.edu.au