

Medical Administration (Level 5)

Glasgow Clyde College

Venues

Anniesland Campus
Langside Campus

Content

If you want to improve your office skills and move into a flexible, administrative role in the NHS, NQ Medical Administration could be for you. You'll learn the basics of IT, and study specialist units which would allow you to work in an administrative role within hospitals and surgeries. As you learn how to navigate medical terminology and medical records, you'll also do a work placement in a hospital or GP surgery, so you can put your skills into practice.

Content:

IT (word processing, databases, spreadsheet, presentation, email, internet); Medical audio; Medical terminology; Medical reception and records; Work placement (medical): one week in a hospital or GP surgery; Word processing - medical; Medical administration.

Assessment will be continuous, with a mix of practical and theoretical assessments.

Start Date

August, January

Qualification

NQ

Study Method

Full time

Course Length

18 weeks

Department

Business and Finance

Entry Requirements

3 subjects at National 4 including English, or relevant national qualifications at SCQF Level 4.

SCQF Level

5

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

«Address»

Website

www.glasgowclyde.ac.uk