

Medical Administration (Level 5)

Glasgow Clyde College

Venues

Anniesland Campus
Langside Campus

Content

This NQ Medical Administration course provides you the knowledge and skills required to work in a modern office environment and gain some specialist units which would allow you to work in an administrative role within hospitals and surgeries.

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. Applications are invited from those without formal qualification but have relevant work/life experience. An interview is part of the selection process.

SCQF Level

5

SCQF Points

«SCQFPoints»

Progression Routes

Relevant NQ and HNC/D courses

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

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