

Administration with Medical Terminology

Edinburgh College

Venues

Sighthill Campus

Content

This course prepares you for an administrative role in any modern office environment. However, the specialised units in GP Administration, Hospital Administration and Patient Administration it is particularly relevant to the Health and Social Care Sector, providing candidates with the competencies required to carry out administrative roles, at the intermediate/senior level, within a medical environment for both private and public sector organisations.

What you will learn:

IT in business: word processing and presentation applications; IT in business: spreadsheets; IT in business: databases; Office and GP medical administration; Hospital patient administration; Medical terminology for administration staff; Legal protection of patient data; Digital technologies for administrators; Recording financial transactions; Personal development planning; Communication: business communication; Administration and information technology: graded unit 1.

Start Date

August

Qualification

HNC

Study Method

Full time

Course Length

1 year

Department

Enterprise and Commerce

Entry Requirements

2 relevant Highers plus 4 relevant subjects at National 5. Or relevant national qualifications at SCQF Level 5 or 6. You may be required to attend a group and/or individual interview and/or a skills check.

SCQF Level

7

SCQF Points

«SCQFPoints»

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

Address

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Website

www.edinburghcollege.ac.uk