

## Medical Administration within the Business Services Training Package

Supports Unit Code	Stock Code	Resource Title	Type	Unit Price
BSBMED201A	TA21	Medical Terminology Amanda Wilson	Learners Guide	\$29.40
BSBMED202A BSBMED301A BSBMED302A	TA22	The Medical Office Amanda Wilson	Learners Guide	\$33.50
BSBMED201A BSBMED301A	SA21	Course in Medical Terminology	Course Readings	\$36.95
BSBMED201A BSBMED301A	SA31	Course in Medical Terminology	Lecture Notes & Learners Guide	\$29.95
BSBMED201A BSBMED301A	SA21C	Medical Terminology CD-Rom	Learners Guide	\$24.95
BSBMED202A	SA22	Following OHS Policies & Procedures in a medical office	Learners Guide	\$29.95
<p><b>Medical Administration Series (Below)</b></p> <p>The Medical Administration series provides a structured learning pathway of concepts, examples, and activities that address the Performance Criteria of the competency standard. Written in easy-to-read language that facilitates learning, this series provides engaging material for learning, which increases the participant's interest in the program and likelihood of completion. Teachers and students will benefit from:</p> <ul style="list-style-type: none"> <li>▪ Numerous activities throughout the content that develop concepts and reinforce skills</li> <li>▪ Consolidation exercises at the end of each element</li> <li>▪ Clear links between learning and practice</li> <li>▪ Having a clear and consistent resource for each participant</li> <li>▪ The necessary underpinning knowledge for each participant provided – minimizing the need for further handouts and/or preparation</li> <li>▪ Assessment Tools that may include Written Assessments, Third Party Reports, Observation Checklists, Oral Questions and mapping grids of the Learner Guide Activities to the Performance Criteria</li> <li>▪ Additional Teachers' Resources that include extra activities and exercises, customisable PowerPoint presentations and answers for written assessments.</li> </ul> <p style="text-align: center;"><b>Further Information within the Medical Administration aisle of the IBSA Bookstore at <a href="http://www.ibsa.org.au/store">www.ibsa.org.au/store</a></b></p>				
BSBMED201A	PA21	Use Basic Medical Terminology	Learners Guide	\$29.95
	PA21A	Use Basic Medical Terminology	Assessment Tools	\$49.95
	PA21B	Use Basic Medical Terminology	Teachers Resources & Assessment Tools	\$89.95
BSBMED202A	PA22	Follow OHS policies & procedures in a medical office	Learners Guide	\$29.95
	PA22A	Follow OHS policies & procedures in a medical office	Assessment Tools	\$49.95
	PA22B	Follow OHS policies & procedures in a medical office	Teachers Resources & Assessment Tools	\$89.95
BSBMED301A	PA31	Use advanced Medical Terminology	Learners Guide	\$29.95
	PA31A	Use advanced Medical Terminology	Assessment Tools	\$49.95
	PA31B	Use advanced Medical Terminology	Teachers Resources & Assessment Tools	\$89.95
BSBMED302A	PA32	Prepare and process medical accounts	Learners Guide	\$29.95
	PA32A	Prepare and process medical accounts	Assessment Tools	\$49.95
	PA32B	Prepare and process medical accounts	Teachers Resources & Assessment Tools	\$89.95
BSBMED303A	PA33	Maintain patient records	Learners Guide	\$29.95
	PA33A	Maintain patient records	Assessment Tools	\$49.95
	PA33B	Maintain patient records	Teachers Resources & Assessment Tools	\$89.95

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BSBMED304A	<b>PA34</b>	Assist in controlling stocks and supplies	Learners Guide	\$29.95
	<b>PA34A</b>	Assist in controlling stocks and supplies	Assessment Tools	\$49.95
	<b>PA34B</b>	Assist in controlling stocks and supplies	Teachers Resources & Assessment Tools	\$89.95
BSBMED305A	<b>PA35</b>	Apply the principles of confidentiality & privacy in medical environment	Learners Guide	\$29.95
	<b>PA35A</b>	Apply the principles of confidentiality & privacy in medical environment	Assessment Tools	\$49.95
	<b>PA35B</b>	Apply the principles of confidentiality & privacy in medical environment	Teachers Resources & Assessment Tools	\$89.95
BSBMED401A	<b>PA41</b>	Manage patient recording system	Learners Guide	\$29.95
	<b>PA41A</b>	Manage patient recording system	Assessment Tools	\$49.95
	<b>PA41B</b>	Manage patient recording system	Teachers Resources & Assessment Tools	\$89.95
BSBMED402A	<b>PA42</b>	Control stocks and supplies	Learners Guide	\$29.95
	<b>PA42A</b>	Control stocks and supplies	Assessment Tools	\$49.95
	<b>PA42B</b>	Control stocks and supplies	Teachers Resources & Assessment Tools	\$89.95

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