

<b>QUALIFICATION CODE</b>	<b>HLT47321</b>
<b>QUALIFICATION TITLE</b>	<b>Certificate IV in Health Administration</b>
<b>QUALIFICATION DESCRIPTION</b>	<p>This qualification reflects the role of individuals who work in operational or team leading roles in health administration.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.</p>
<b>ENTRY REQUIREMENTS</b>	There are no entry requirements for this qualification.

<b>PACKAGING RULES</b>	<p>15 units must be completed:</p> <ul style="list-style-type: none"> <li>■ 10 core units</li> <li>■ 5 elective units, consisting of: <ul style="list-style-type: none"> <li>○ at least 3 units from the electives listed below</li> <li>○ up to 2 units from the electives listed below or any other endorsed Training Package or accredited course.</li> </ul> </li> </ul> <p>All electives chosen must contribute to a valid, industry-supported vocational outcome.</p>
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<b>CORE UNITS</b>	<p>BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment</p> <p>CHCCOM005 Communication and work in health or community services</p> <p>CHCCCS020 Respond effectively to behaviours of concern</p> <p>CHCDIV001 Work with diverse people</p> <p>CHCLEG001 Work legally and ethically</p> <p>HLTADM010 Facilitate a coordinated approach to client care</p> <p>HLTADM011 Manage health billing and accounting system</p> <p>HLTCCD003 Use medical terminology in health care</p> <p>HLTINF003 Implement and monitor infection prevention and control policies and procedures</p> <p>HLTWHS003 Maintain work health and safety</p>
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<b>ELECTIVE UNITS</b>	<p>Electives</p> <p>BSBAUD411 Participate in a quality audits</p> <p>BSBFIA412 Report on financial activity</p> <p>BSBHRM412 Support employee and industrial relations</p> <p>BSBHRM413 Support the learning and development of teams and individuals</p> <p>BSBHRM415 Coordinate recruitment and onboarding</p> <p>BSBHRM417 Support human resources functions and processes</p> <p>BSBINS402 Coordinate workplace information systems</p> <p>BSBINS408 Provide information from and about records</p> <p>BSBLDR414 Lead team effectiveness</p> <p>BSBMED401 Manage patient record keeping system</p> <p>BSBOPS402 Coordinate business operational plans</p> <p>BSBOPS404 Implement customer service strategies</p> <p>BSBOPS504 Manage business risk</p> <p>BSBPEF402 Develop personal work priorities</p> <p>BSBSTR401 Promote innovation in team environments</p> <p>BSBSUS411 Implement and monitor environmentally sustainable work practices</p> <p>BSBSUS511 Develop workplace policies and procedures for sustainability</p> <p>CHCPRP003 Reflect on and improve own professional practice</p> <p>HLTADM008 Administer and coordinate Telehealth services</p> <p>HLTADM009 Manage Telehealth technology</p> <p>HLTCCD001 Apply an understanding of the health care system to clinical coding practice</p> <p>HLTCCD002 Interpret and navigate health care records</p> <p>HLTINF001 Comply with infection prevention and control policies and procedures</p>
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<b>QUALIFICATION MAPPING INFORMATION</b>	Supersedes and is not equivalent to HLT47315  Certificate IV in Health Administration.
<b>LINKS</b>	Companion Volume Implementation Guide