



Medical & Clinical Admin Course



Average Salary

London	£22K
Midlands	£17K
Yorshire	£17K
Wales	£17K
North West	£17K
South East	£17K

Achieve a better career with a Medical & Clinical Admin Course

This home learning course is designed for people who wish to gain a recognised qualification to enable them to begin work or improve their career in Medical Reception and Medical Administration roles.

The objectives of the course are to:

- Develop a broad understanding of the principles of medical administration & reception
- Learn techniques and good practice for medical administration
- Develop skills required in all areas of medical and clinical administration
- Develop specialist knowledge of medical legislation and terminology
- Prepare for AMSPAR studying qualifications
- Gain a recognised award from a leading UK awarding body

Level 3 Medical and Clinical Administration Award

ncfe Investing
in Quality



- 10% off at Ben Sherman
- 15% off at Bench
- 15% off at Firetrap
- 10% off at JJB Sports
- 10% off at La Senza
- 10% off at Selfridges
- 40% off at Nicky Clarke Hair Salons
- 10% off at Oasis
- 25% off the student price at Odeon Cinemas
- £2.00 per hour off with BSM driving school

Student of the year competition:



Opportunity to be nominated for our student of the year competition

"I loved the course. Thank you so much!"

Natalie Edwards
(Longton, Stoke on Trent)

"I studied during my lunch hour at work, the flexibility was ideal"

Barbara O'Neil (Mansfield, Notts)

"I completed my course in six weeks and now have this qualification on my CV"

Nikki Bellingham
(Tarporey, Cheshire)



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Medical & Clinical Admin Course Information

Course Duration & Fees

All students have one year to complete this course from date of registration.

Students are welcome to complete this course as quickly as they want to.

On average this course is completed in **60 hours (4/5 months)**.

Extensions can be arranged if students do not complete within the year and charges will apply.

We would ask you to contact our office on **0800 0131030** for latest extension fees if required.

We recommend that students complete **2-3 hours per week** as a minimum to get the most from this course. Remember to work out a study plan / timetable before you start and try and stick to it.

Hrs per week

Estimated Completion

2 hours	8 Months
4 hours	4 Months
6 Hours	3 Months
10 Hours	2 Months

Fees

[See website](#)

Syllabus

1: Reception Skills

- General reception skills
- Duties of a Medical Receptionist
- Telephone skills
- Customer service
- Making and recording appointments

2: Office Administration

- Record keeping
- Communications
- Time management

3: Technology

- Typing and keyboard skills
- Microsoft office software
- Common medical software

4: Medical Terminology

- Origins of structure and medical terms
- Composition of medical words
- Terminology of body structures, systems, diseases and conditions
- Titles, professional qualifications and professional bodies
- Eponyms, acronyms and abbreviations in common use

5: Working with Medicines

- Drugs awareness
- Legislation governing medicines
- Medicines
- Controlled Drugs
- Drugs disposal

6: Hygiene

- The importance of hygiene
- How to maintain hygiene standards
- Cleaning for infection control
- Waste disposal for infection control
- Health care associated infections

7: Confidentiality

- The need for confidentiality
- The legal position
- Best practice
- Other legislation associated with record keeping

Why UK Open College?

- Learn from home
- Affordable – Pay monthly
- All materials provided!
- Unlimited support!

- No previous qualifications required!
- No set term times – Enrol anytime!
- Total flexibility