Australian Government

HLT47315 Certificate IV in Health Administration

Release 1

INDUSTRY
SKILLS
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HLT47315 Certificate IV in Health Administration

Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages.
	Change to packaging rules. Now incorporates outcomes from HLT40412.

Qualification Description

This qualification reflects the role of individuals who work in a senior operational or team leading role in the health industry.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Packaging Rules

Total number of units = 14

- 6 core units
- 8 elective units, consisting of:
  - at least 4 units from the list below
  - up to 4 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
HLTWHS003	Maintain work health and safety
BSBLDR402	Lead effective workplace relationships
BSBMED301	Interpret and apply medical terminology appropriately
BSBMGT403	Implement continuous improvement

Elective units

CHCPRP003	Reflect on and improve own professional practice
HLTADM001	Administer and coordinate Telehealth services
HLTADM002	Manage Telehealth technology
HLTADM003	Facilitate a coordinated approach to client care
HLTADM004	Manage health billing and accounting system
HLTADM005	Produce coded clinical data
HLTADM006	Undertake complex clinical coding
HLTADM007	Complete highly complex clinical coding
BSBADM409	Coordinate business resources
BSBAUD402	Participate in a quality audit
BSBCUS401	Coordinate implementation of customer service strategies

BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBFIA402	Report on financial activity
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINM401	Implement workplace information system
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBMED401	Manage patient record keeping system
BSBMGT402	Implement operational plan
BSBRKG401	Review the status of a record
BSBRKG402	Provide information from and about records
BSBRKG403	Set up a business or records system for a small business
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK411	Support employee and industrial relations procedures
TAEASS401B	Plan assessment activities and processes
TAEASS402B	Assess competence
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace

Qualification Mapping Information

No equivalent qualification.

Links

Companion volumes from the CS&HISC website - http://www.cshisc.com.au

Community Services and Health Industry Skills Council