

# MEDICAL RECEPTIONIST

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**WHY  
WOULD  
YOU  
TAKE  
IT?**

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One of the demanding careers  
A Course Loved by learners  
Loved by professionals  
Designed and Developed by experts

Medical receptionists are administrative professionals that work in a hospital context. They are also known as medical administrative assistants, unit secretaries, or patient coordinators. These are the people you speak with when you make an appointment, question about billing, or visit a hospital, clinic, or laboratory for a procedure.



Medical receptionists work at hospitals, doctor's offices, and other medical facilities' front desks. They work at reception desks, where they frequently answer phones, greet visitors, and perform clerical duties.



# JOB RESPONSIBILITY

# WHAT'S IN THIS COURSE?



The healthcare industry is rapidly growing, economically booming and gaining attraction from the public eye. Therefore, it is no surprise that working in the healthcare industry is a bargain. Not only would you gain essential life skills and knowledge out of it, but you would also be well off economically.

Who would want to let an opportunity like this slip away from them? For this reason, we have come forward with a Medical Receptionist course so that your journey towards a healthcare profession turns out to be a breeze.

This Medical Receptionist course offers you skills that you'd find helpful both in and out of the professional setting. The course will enlighten you on medical receptions, how the department runs, and the opportunities that come out of this profession.

The modules in the Medical Receptionist course also cover theoretical and practical information, educating you on the world of medical and clinical administration. You'll become familiar with medical jargon and terminology to make yourself look more professional than the rest, giving you a competitive advantage in any healthcare-related career.

This Medical Receptionist course aims to equip you with the best communication, organisation, and time-management skills, which will benefit you immensely in your day-to-day life!

Moreover, this comprehensive Medical Receptionist course covers ethics, confidentiality, organisation methods, time management and administrative skills, etc.

These topics will undoubtedly help you gain confidence in yourself and make you competent enough for this demanding profession. So wait no longer! Enrol now, and enhance your career to the best it can be!

# CURRICULUM BREAKDOWN

**Module 1: Introduction to Medical and Clinical Administration**

**Module 2: Organise Schedules**

**Module 3: Maintaining Medical Records**

**Module 4: Effective Filing Systems in Medical Offices**

**Module 5: Confidentiality in a Medical Environment**

**Module 6: Controlling Stocks and Supplies**

**Module 7: Medical Jargon and Terminology**

**Module 8: Maintaining Workplace Safety**

**Module 9: Information Technology in Health Care**

**Module 10: Medical (Clinical) Coding and Billing**

**Module 11: Legal aspects and Ethics**



**The day to day of a medical receptionist is busy. Between scheduling new appointments, greeting patients and filling out patient forms, taking and delivering messages, they have to fit in ordering medical equipment, daily contact with nurse and doctors, the list goes on. Essentially, the receptionist is responsible for the smooth running of the entire clinic, practice or hospital. They are the touchstone between doctors, nurses, staff, and patients.**

# REVIEWS:

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## Zoe Hughes



I Completed the course, waiting for my certificate. Very excited.

## Jeremy



Took the course and it was an amazing experience. Just completed the course and waiting for the certificate.

## Steven



Great Value for Money.

## Kane



I am learning so much and the way the course is set up makes it so easy for me to jump to from module to module and to review important information. I love it.

## Kieran Wheeler



I have learned a lot of new things as well as I have gained knowledge of the things i knew already.

## Jennie Yates



I was hoping the course would be a little more interactive. I also hoped for information on appointment booking systems