



Practice Management

HLT57715 – Diploma of Practice Management

Course Overview (*Domestic Students*)

TMG College Australia's (TMG) Diploma of Practice Management program has been designed to allow students the ability to gain real work experience whilst furthering their working knowledge and skills of the Practice Management Industry.

Students will be introduced to the following main learning areas within this qualification:

- ✓ How to correctly manage legal and ethical compliance
- ✓ How to correctly manage health billing and accounting system
- ✓ How to correctly manage quality customer service
- ✓ How to correctly manage budgets and financial plans
- ✓ How to correctly manage people performance

All of which we have you ready for multiple areas of employment possibilities within Practice Management sector.

*Thinking of a Career Change and want to make a difference?
Why not choose a career in Practice Management Today!*

Entry Requirements

This program has an entry requirement of year 11 Reading, Writing and Comprehension level and/or (ACSF Level 3) + basic computer skills for formative assessment activities and assessment submissions.

Course Duration

This course is delivered over 26 to 52 Weeks depending on enrolment type.

Course Date

We have multiple intakes yearly, so call or email us today to help get you started.

Delivery Mode

This course is delivered within a blended delivery mode, consisting of face-to-face classroom sessions + structured online learning + 120 hours work-placement.

Licencing

This course does not have a direct licence outcome.

Course Packaging

To achieve this qualification, you are required to successfully complete 15 units of competency, 10 Core + 5 Electives.

Core Units

CHCDIV001 Work with diverse people
CHCLEG003 Manage legal and ethical compliance
HLTADM004 Manage health billing and accounting system
HLTINF003 Implement and monitor infection prevention control policies and procedures
HLTWHS004 Manage work health and safety
BSBCUS501 Manage quality customer service
BSBFIM501 Manage budgets and financial plans
BSBMED301 Interpret and apply medical terminology appropriately
BSBMGT502 Manage people performance
BSBRISK501 Manage risk

Elective Units

BSBINM501 Manage an information or knowledge management system
BSBMGT516 Facilitate continuous improvement
BSBADM502 Manage meetings
BSBWOR502 Lead and manage team effectiveness
BSBHRM506 Manage recruitment selection and induction processes

Note: Elective units may vary depending on the student individual requirements.

We Specialise in Industry-based Qualifications,
So Contact Us Today for Your FREE Consultation.

Your Assessment

To achieve this qualification, you (the student) are required to complete the following Assessment Tasks:

Knowledge based questions/activities:

True/False questions
Match the correct answer/s
Multiple Choice questions
Open and Closed questions
Research projects

Skill based activities:

Scenario based roleplays
Real and/or Simulated Workplace Activities
Workplace (Industry) Logbook

Work Placement

To help properly prepare you for a real working environment, TMG College Australia has created a simulated work environment.

If you are current working, you may be able to do your work-placement within your own workplace.

Speak to our friendly staff today and find out how we can have you work ready today!

Career Opportunities

Occupational positions may include:

General Practice Manager | Massage Practice Manager | Medical Practice Manager

Course Investment (Fees)

\$4,990 (Inclusive of Non-Tuition fees)

Your course investment (fee) includes a Non-Refundable enrolment fee of **\$350**, plus all materials/resources required for your course's completion. *Payment options are available, speak to our friendly staff today!*

Education Pathway

After successful completion of this qualification, students are eligible to enter directly into a Bachelor Health program.

Australian Certification

On successful completion of this program, you will be issued with an Australian Nationally Recognised Qualification and a Statement of Results. If you are unable to successfully complete the full qualification, you will be issued with a Statement of Attainment (SOA) for the unit/s successfully completed.

