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City & Guilds

601/0192/1 City & Guilds Level 2 Diploma in Medical Administration

OVERVIEW

Who is this qualification aimed at?

This qualification will give you a broad introduction to working in the field of medical administration, and is recognised as a good basis for careers in this sector.

There are no entry requirements for anyone wishing to take this qualification.

What does this qualification cover?

You will gain a basic understanding of medical administration, and many areas of general administration. Compulsory units include medical vocabulary, working in the National Health Service, communicating in a medical environment, administration skills and medical principles for the administrator.

In addition there are a range of optional units to choose, such as work experience in a medical environment, production of medical documents from recorded speech and units on specific software applications relevant to this role.

This could involve local employers contributing to the knowledge and delivery of your training. Employers will provide demonstrations and talks on the industry which will give a real insight into potentially working in the sector. Where possible, work placements will also be provided by the employers.

WHAT COULD THIS QUALIFICATION LEAD TO?

Will the qualification lead to employment, and if so, in which job role and at what level?

You may end up working within in the following job roles:

- medical secretary
- medical administration
- medical receptionist.

Will the qualification lead to further learning?

You will also gain the specialist knowledge and skills that will enable you to move on to an Apprenticeship, or to a related Level 3 qualification in this sector, or to use the transferable skills it develops in a range of other learning.

Who supports this qualification?

This qualification is recognised by the following professional association: AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists).

This is intended for use as a substantial level 2 vocational qualification.

Further information can be found on our website and within the qualification handbook:
http://cdn.cityandguilds.com/ProductDocuments/Business_Skills/Business_Admin_and_Public_Services/5519/5519_Level_2/Centre_documents/5519_L2_Award_Certificate_Diploma_Qualification_handbook_v1-3.pdf