

## Declared Purpose:

*The following purpose is for the 5519-03 Level 3 Diploma in Medical Administration (QAN no: 601/0557/4); this is a Technical Level qualification.*

**The Level 3 Diploma in Medical Administration aims to provide you with specialist knowledge and practical skills which will equip you to seek employment within medical administration.**

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Who is this qualification for?

It is for learners who work or want to work as a Medical Secretaries or Medical Administrators.

This qualification will help learners to obtain employment within medical administration and support them in developing useful skills for wider employment.

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What does the qualification cover?

The qualification covers a range of Medical Administration skills. Mandatory units include medical terminology, communicating in a medical environment and working in the NHS. You will also have the choice of optional units in legal aspects of medical administration, work experience in a medical environment and software use.

Units will cover both practical skills and knowledge such as:

- learning the meaning of medical words
- understanding the structure of the NHS
- practical ICT skills
- taking notes from recorded speech.

This qualification will give you the skills you need to work within the medical environment, but the skills are also relevant for other related work such as business and administration, and health and social care.

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What opportunities are there for employment or progression after I have finished studying this qualification?

The qualification allows you to progress into employment. There are opportunities in the following job roles:

- Medical Secretary
- Medical Administration
- Medical Receptionist

Alternatively you can progress to further education, such as:

- Level 5 in Primary Care Health Management
  - Level 3 Advanced Apprenticeship in Business Administration.
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This qualification is recognised by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists) and will allow you to gain membership of this professional association.

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Further information can be found on our website and within the qualification handbook:

<http://www.cityandguilds.com/Courses-and-Qualifications/business-skills/business-admin-and-public-services/5519-medical-secretaries/level-3>