

August 2014

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601/3911/0 City & Guilds Level 3 Diploma in Medical Administration

OVERVIEW

- What does this qualification cover?

This qualification is recognised by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists). It will prepare the learner to work within the field of medical administration gaining skills such as medical terminology and medical administration. These are key when working with patients within the healthcare system.

The following areas that can be covered within this qualification:

- Managing communication in a medical environment
- Medical administration

All learners will cover the mandatory core units and then a choice of optional units from legal aspects of medical administration to administer human resource records.

This is a Framework qualification. These qualifications are mapped to the NHS Knowledge and Skills Framework.

Who could take this qualification?

For learners who are looking to build on their existing administration knowledge and skills, who are employed or looking to be employed in a administration or receptionist role for effective administrative support within any health care setting.

This qualification is suitable for anyone from 16 years old or over.

WHAT COULD THIS QUALIFICATION LEAD TO?

This qualification allows learners to develop the higher level, additional skills and attitudes required by employers. The qualification enables the learner to select from a wide range of topics/skills than required at L2, allowing them to progress onto employment or further learning. This qualification allows learners to demonstrate an enhanced knowledge and ability, utilising wider skills built from the basic key skills they may have gathered from Level 2.



This qualification could lead to jobs such as:

- Head of Medical Administrator
- Medical Administrator
- GP Receptionist
- GP PA
- Hospital Administrator
- Lead Hospital Administrator
- Hospital Receptionist
- Consultants Secretary
- Dental Receptionist
- Dental Administrator
- Personal Administrator
- General Administrator

The learner could progress onto the following qualifications or the Level 4 Business and Administration apprenticeship:

- Level 5 in Primary Care Health Management
- Level 3 for Legal Secretaries
- Level 3 in Business and Administration
- Level 4 in Business and Professional Administration

WHO SUPPORTS THIS QUALIFICATION?

This qualification is supported by AMSPAR (The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists).