

# Medical Admin Diploma with City & Guilds/ AMSPAR Level 2\* Qualification

A specialist level of training to get  
a job as a Medical Administrator



## Specialist skills to work in the healthcare sector

Working in the medical sector is interesting, challenging and rewarding – you'll need to be super-efficient with top IT skills, but also possess discretion, patience and empathy. The Medical Admin Diploma will teach you all the vital skills you need to be the welcoming and efficient face of a medical practice or department. You'll learn medical terminology covering a range of specialisms and general medical practice. You'll combine this with the very best office admin skills, including learning the latest Microsoft Office IT software and effective communication skills. You'll also have the option to choose from an elective choice of additional subjects including telephone techniques and health and safety essentials.

### Get the job as a trained Medical Administrator

The Medical Admin Diploma offers you the best of both worlds – all the skills you need to work in an office environment as a professional receptionist, plus specialist knowledge designed to help you thrive as a Medical Administrator.

This means you can be confident in applying for a rewarding and interesting role as a Medical Administrator. What's more you'll have demonstrated to potential employers your dedication and determination to succeed in this crucial role.

### What will you get in return?

A Pitman Training Diploma is one of the most prestigious training courses you can complete from one of the most highly regarded training organisations throughout the UK and beyond. You'll gain nationally recognised skills, which are generally considered to be an advantage when seeking employment in the healthcare sector. In addition,

after successfully completing your Medical Admin Diploma, you will be able to take the City & Guilds Level 2\* Award in Medical Terminology examination, which will further enhance your opportunities as a Medical Administrator.

"I really enjoyed learning with Pitman Training. The staff were really supportive and the learning structure was flexible enough to fit in my other commitments."

Amy Forte



*\* Equivalent of Level 5 in Scotland.*

**City & Guilds**  
Approved Centre



This diploma is not an accredited City & Guilds qualification. To achieve the Level 2 Award in Medical Terminology, students will be required to pass an external examination.



Get the Pitman Advantage™

## Core Courses

### Medical Terminology

This course has been developed to help you get under the skin of commonly used medical terminology across a wide range of disciplines including biology, cardiology, psychology and many more. You'll also have the opportunity to achieve the City & Guilds Level 2 Award in Medical Terminology qualification (additional home study is recommended).

### Medical Word Processing

Getting to grips with the finer workings of Microsoft Word means you can create professional looking documents and reports quickly and easily, saving you hours of wasted time. Great for medical secretaries, ward clerks, medical receptionists, medical summarisers, or medical admin assistants and many more roles.

### Typing or Typing Speed Development

We offer a full range of typing courses whether you're a beginner or need to reach top speeds with maximum accuracy.

### Effective Business Communication

This excellent course will raise your game when it comes to business communication skills. Effective communication skills are top of the list of qualities demanded by employers, it's an essential skill

to master. Split into eight lessons, your business communication training begins with examining English language skills before looking at the use of the appropriate tone.

### Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

### or Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

### Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments; creating and assigning tasks and creating address lists.

### Microsoft Excel

Microsoft Excel is the world's most popular spreadsheet program; learning how to use the software with Pitman Training shows that you've taken one of the best Excel courses available.

## Elective Courses\*\* (choose one)

Medical Audio Transcription

Typing Speed Development

Health & Safety Essentials

Audio Transcription

SpeedWriting

Successful Meetings & Minutes



### Guideline Learning Time

154 hours flexi study or 6 weeks full-time  
(Full-time is based on approx 20-30 hours a week)

\*\*Alternative choices are available. Please talk with your Course Advisor.

## Other courses you may be interested in

If you would like to work in a medical environment, please talk to your Pitman Training Course Advisor about our Medical Secretary Diploma. Or for more general courses, you can choose from our Secretarial and PA Diplomas.

### Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Medical Admin Diploma you'll be able to demonstrate that you have the specialist skills and expertise needed to work within the medical sector.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



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