

Medical Receptionist Diploma

with City & Guilds/AMSPAR
Level 2 Qualification



Tel: 020 7256 6668

This diploma is designed to give you the skills required to work effectively as a Medical Receptionist. You'll gain top-class administration skills and study courses specifically aimed at those wanting to work in the medical industry.

The Medical Receptionist Diploma offers all the skills you need to work in an office environment as a professional Receptionist.

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

Our Medical Receptionist Diploma offers the opportunity to gain high level professional skills that will help you gain work as a Receptionist or Administrator within a medical environment. You'll gain practical and professional administrative skills such as Microsoft Word, Outlook and Business Communications. You'll also cover subjects specifically aimed for those working within a medical environment such as Medical Terminology and Medical Word Processing. Once you've completed your studies you'll gain a recognisable Pitman Training diploma, and if desired, you can go on to undertake your City & Guilds/AMSPAR Level 2* Award in Medical Terminology.

What will you get in return?

Pitman Training certifications are renowned worldwide and this diploma has the added benefit of being able to offer you the opportunity to gain a City & Guilds/AMSPAR Level 2* Medical Terminology Qualification.



Aims and Objectives

The Medical Receptionist Diploma is an excellent choice if you're looking to work as a Medical Receptionist, Medical Administrator or Medical Secretary.

** Level 5 in Scotland*

Pre-Requisites

There are no pre-requisites required.

Career Path

Once you've gained your Medical Receptionist certification, why not look to progress to a Medical Secretary or Medical Administrator role? We offer great training courses for these types of roles.



CPD Points 140

(Awarded CPD points upon successful completion).

Core Courses

Medical Terminology

This course helps you get under the skin of commonly used medical terminology across a wide range of disciplines. You'll also have the opportunity to achieve the City & Guilds Level 2 Award in Medical Terminology qualification.

Medical Word Processing

Medical offices require a lot of admin. Get to grips with the finer workings of Word and you can create professional looking documents and reports quickly and easily.

Typaz

In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. You'll also receive guidance on ergonomics, technique and accuracy.

or Typaz Speed

If you want to build speed and accuracy then consider our Typaz Speed touch-typing course. Lasting 15 hours, the course will take you to speeds of 40-60 words per minute.

Effective Business Communication

This excellent course will raise your game when it comes to business communication skills which is often top of the list of qualities demanded by employers.

Word

Our Microsoft Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.

Professional Receptionist Seminar

This is a one-day seminar that takes an in-depth look at the vital role of the receptionist and the important contribution they make to the successful and effective running of any business. Speak to your nearest centre for details of the next seminar dates.



Elective courses (choose one)

- Audio Transcription
- Excel
- Telephone Techniques Seminar
- Speedwriting
- Health and Safety Essentials

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668 **Web:** www.pitmanlondon.co.uk



Guideline Learning Time

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