



# **BSBMED301B**

## **Interpret and Apply Medical Terminology Appropriately**

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### **Medical Administration Training**

Developed by: Jennifer J. Davis  
Reviewed and updated by: Jennifer J. Davis

# Bsbmed301b Learners Guide

**Scope**



## **Bsbmed301b Learners Guide:**

BSBMED301B Learner Guide, Interpret and Apply Medical Terminology Appropriately Scope, 2008-05-13 This Learner Guide addresses the competency BSBMED301B Interpret and apply medical terminology appropriately It provides solid underpinning knowledge plenty of practical examples and workplace scenarios and the flexibility to be used in a variety of learning environments such as on the job off the job distant learning or for a combination of these This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

*BSBMED301B Interpret and Apply Medical Terminology Appropriately* ,2009      *BSBMED301B Interpret and Apply Medical Terminology - Learner Guide Full Version* Jennifer Atkins,2013-01-01 This learner guide addresses the competency requirements for BSBMED301B It provides learners with advanced medical terminology skills for general practice specialist practice hospitals and allied health environments It is suitable for students in a range of situations from classroom based learning to distance education learning Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources o Each performance criteria of BSBMED301B is covered in detail and includes practical activities to ensure competency of learnerso Written for the Australian medical environment in clear understandable languageo Compares Australian and American spelling of key medical termso Includes table of singular and plural medical termso Abbreviations and symbols common to the Australian medical environment are includedo Anatomical planes and positions are included to ensure learners in a specialist or radiology environment are competent with key planes and positionso Each system contains interesting facts to engage students in their learningo List of helpful websites including medical and health reference sites and online medical

dictionaries for student useo Phonetic spelling addressed in learner guide and Glossary and Pronunciation Guide for each system of the body This ensures learners can communicate with other health care workers using medical termso Spelling list provided for students to gain competency with spelling relevant medical terms correctly      **BSBMED301B Interpret and Apply Medical Terminology - Learner Guide Concise Version** Jennifer Atkins,2013-01-01 This learner guide addresses the competency requirements for BSBMED301B It provides learners with advanced medical terminology skills for general practice specialist practice hospitals and allied health environments It is suitable for students in a range of situations from classroom based learning to distance education learning Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources o Each performance criteria of BSBMED301B is covered in detail and includes practical activities to ensure competency of learnerso Written for the Australian medical environment in clear understandable languageo Compares Australian and American spelling of key medical termso Includes table of singular and plural medical termso Abbreviations and symbols common to the Australian medical environment are includedo Anatomical planes and positions are included to ensure learners in a specialist or radiology environment are competent with key planes and positionso Each system contains interesting facts to engage students in their learningo List of helpful websites including medical and health reference sites and online medical dictionaries for student useo Phonetic spelling addressed in learner guide and Glossary and Pronunciation Guide for each system of the body This ensures learners can communicate with other health care workers using medical termso Spelling list provided for students to gain competency with spelling relevant medical terms correctlyo An 82 page Glossary and Pronunciation Guide contains o Abbreviations glossary o Medical terms relating to the human body o Medical terms for normal conditions and problems in the bodyo Medical terms for numbers and quantitieso Medical terms relating to position and directiono Glossary of word parts and meaningso Pronunciation guide and spelling list for each system

**BSBMED301B Interpret and Apply Medical Terminology Appropriately** Health Training Australia Inc.,2010

BSBMED301, Interpret and Apply Medical Terminology Appropriately ,2019      Learning Guide - Health Glenda Whiting,2011      *BSBMED301B Interpret and Apply Medical Terminology - Learner Guide Abridged Version* Jennifer Atkins,2015-01-01 This learner guide addresses the competency requirements for BSBMED301B It provides learners with advanced medical terminology skills for general practice specialist practice hospitals and allied health environments It is suitable for students in a range of situations from classroom based learning to distance education learning Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources o Each performance criteria of BSBMED301B is covered in

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**BSBMED301B Interpret and Apply Medical Terminology** - Jennifer Atkins,2013-01-01 This teacher guide is for trainers and assessors of the unit BSBMED301B Interpret and Apply Medical Terminology This unit is a unit in BSB31107 Certificate III in Business Administration Medical This nationally recognised unit is part of the Business Services Training Package It provides relevant information practical scenarios and industry information for the support of student learning Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment The teacher guide with assessment component contains o Extensive session plans for pages up to page 126 o Final assessment which is holistic and matching answers o Answers to all learner guide activities o Three oral revisions sheets with answers which can be used as part of student feedback and or assessment These ensure learners can be assessed on listening skills only and then respond verbally They are also tested on their pronunciation skills o A written revision sheet which is in the same format as the final written assessment Thus it contains questions with the following headings 1 Give the meaning of the following words 2 Write the medical terminology for the following words 3 Give the meaning of the following abbreviations and symbols 4 Using the symbols and abbreviations list determine the meaning of the following passages 5 Rewrite the following passages using medical shorthand symbols and abbreviations 6 Read through the following passage and translate into non medical layman s terms o A written assessment which learners perform at home Suggested answers are provided o A final assessment with suggested answers o A final oral assessment including pronunciation with answers o An alternative assessment with answers is provided This is a simpler holistic assessment which covers all performance criteria in one assessment o Mapping of competencies for learner guide and assessments which will reduce the workload involved with mapping of resources with the requirements of teaching nationally recognised training o Templates for assessment front cover assessment plan record of

activities completed from learner guide record of competency and employability skills stocktake for the unit These resources are available as electronic or hardcopy resources

**BSBMED301B Glossary and Pronunciation Guide** Jennifer Atkins,2013-01-01 o This 82 page Glossary and Pronunciation Guide contains o Abbreviations glossary o Medical terms relating to the human body o Medical terms for normal conditions and problems in the human body o Medical terms for numbers and quantities o Medical terms relating to position and direction o Glossary of word parts and meanings o Pronunciation guide and spelling list for each system of the human body This book is included in the 2 book pack

**BSBMED301B Interpret and Apply Medical Terminology Appropriately** **BSBMED301B Interpret and Apply Medical Terminology Appropriately** Health Training Australia Inc.,2010-01-01 **Use Basic Medical Terminology** Sandra Griffith,Scope,2006 This Learner Guide addresses the competency BSBMED201A Use basic medical terminology It provides learners with a structured learning pathway of concepts examples and activities addressing each Performance Criteria of the competency standard in a logical fashion This Learner Guide will help trainees and students achieve superior learning outcomes as it Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

**Prepare and Process Medical Accounts** Scope,2008-09-03 This Learner Guide addresses the competency BSBMED302B Prepare and process medical accounts This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or

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Write Simple Documents Natalie Ford, Scope, 2009 This Learner Guide addresses the competency BSBWRT301A Write simple documents This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant's interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

*Medical Transcription (BSBADM303B Produce Texts from Audio Transcription) - Learner Guide* Jennifer Atkins, 2013-01-01 The learner guide introduces students to the medical environment It provides relevant information practical scenarios and industry information for the support of student learning This material is intended for students who have no formal background skills or knowledge in a medical environment It is suitable for students in a range of situations from classroom based learning to distance education learning This will help learners interested in establishing their career as medical receptionists medical secretaries or medical typists in the medical or allied health field This learner guide addresses the competency requirements for BSBADM303B BSBADM302B BSBWRT301A It provides learners with the performance outcomes skills and knowledge required to assist learners develop skills in audio typing in a medical environment and how to transcribe dictation to produce accurate medical documents Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources

- o Each performance criteria of BSBADM303B BSBADM302B BSBWRT301A is covered in detail and includes practical activities to ensure competency of learners
- o Written for the Australian medical environment in clear understandable language
- o Provides a number of Microsoft Word activities including correct letter layout editing formatting proofreading and spelling
- o Contains audio files to be transcribed into medical letters and other medical specific documents These audio files include letters to specialists using specialty medical terms radiology

reports glossary of words and definitions and systems of the human body o At the end of each chapter there are self review questions Students can perform these true and false questions in their own time and check their results against the answers provided o In the final section of the learner guide there are 4 appendices Appendix A contains word lists for each system in the human body These will assist learners when audio transcribing o Appendix B contains the pronunciations phonetic spelling of key terms from each system of the body and radiology and pathology

**Assist in Controlling Stocks and Supplies** Sandra Griffith, Scope, 2008-07-08 This Learner Guide addresses the competency BSBMED304B Assist in controlling stocks and supplies This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

**Study Guides** Ronald M. Harden, Jennifer M. Laidlaw, E. Anne Hesketh, 1999

**BSBCMN307A Learner Guide** Pearson Scope, 2006-08 This Learner Guide addresses the competency BSBCMN307A Maintain business resources It provides learners with a structured learning pathway of concepts examples and activities addressing each Performance Criteria of the competency standard in a logical fashion This Learner Guide will help trainees and students achieve superior learning outcomes as it Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

**BSBEBUS301A Learner Guide** Scope, 2006-12 This Learner Guide addresses the competency BSBEBUS301A Search and assess online



business information It provides learners with a structured learning pathway of concepts examples and activities addressing each Performance Criteria of the competency standard in a logical fashion This Learner Guide will help trainees and students achieve superior learning outcomes as it Provides engaging material for learning designed to increase the participant s interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete

**BSBMED305B Apply the Principles of Confidentiality, Privacy and Security in a Medical Environment** - Jennifer Atkins,2013-01-01 This learner guide addresses the competency requirements for BSBMED305B It provides learners with the performance outcomes skills and knowledge required to apply principles and requirements relating to confidentiality privacy and security in a medical environment The learner guide introduces students to the medical environment It provides relevant information practical scenarios and industry information for the support of student learning This material is intended for students who have no formal background skills or knowledge in a medical environment It is suitable for students in a range of situations from classroom based learning to distance education learning Learners will achieve key learning outcomes with this resource which is written specifically for the Australian medical environment This learner guide is developed as a step by step learning guide Learners are provided with activities to work through in each area The following features are also contained in the resources

- o Each performance criteria of BSBMED305B is covered in detail and includes practical activities to ensure competency of learners
- o Written for the Australian medical environment in clear understandable language
- o Material which is updated annually and up to date as of January 2013
- o At the end of each chapter there are self review questions Students can perform these true and false questions in their own time and check their results against the answers provided
- o In the final section of the learner guide there are 3 revision sheets which are a combination of short answer questions fill in the gaps choose the correct answer etc These do not have answers provided so students can do them in class as part of their formal review
- o A glossary with the descriptions of relevant terms
- o A 5 Page Appendix with details on the Privacy Act and National Privacy Principles

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### **Bsbmed301b Learners Guide Introduction**

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