



## General Course / Training Programme

### Certificate Course / Training in Maintenance & Repair of Hospital Equipments (Biomedical Equipments)

#### High lights:

- Training regarding how to maintain & service the medical equipments.
- Training regarding repair the electrical systems, digital circuits, industrial controls and basic electronics in the hospital.
- Training regarding the routine operation systems in the maintenance department.

**Duration of Training Programme** - 6 months

**Qualification Required** - Any Graduates / Diploma in Electronics / ITI in Electronics



### Hospital Receptionist Training Certificate Programme

#### High lights:

- Patient Registration and admission procedures
- Preparation of basic medical data
- Billing procedure and bill collection procedures
- Medical technology, coding system and health care process
- The documentary work & computer usages in front office
- Medical Insurance Policy
- Effective client communication skills (Written / Telephonic)

**Duration of Training Programme** - 3 months

**Qualification Required** - PUC / Any Graduates



### Certificate Course / Training in Hospital Administration / Hospital Management

#### High lights:

- NABH Policies, standards, Awareness and quality management in Hospitals
- Hospital Administration System
- Medical software and documentation Procedures
- Medical Insurance Policy
- Safety management in Hospital
- Hospital Planning and Administration
- Legal Aspects in Health Care

**Duration of Training Programme** - 4 months

**Qualification Required** - Any Graduates / Diploma in Health Care / MHA



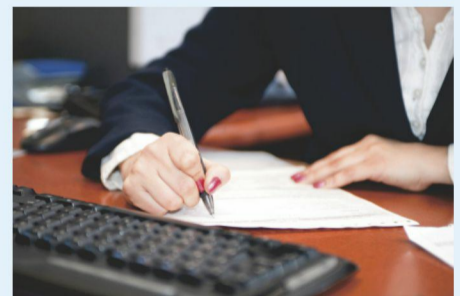
### Certificate Course / Training in Hospital Secretary

#### High lights:

- Basic Medical Technology
- Medical office procedures
- Medical Billing & Coding procedure
- Discharge Summary procedure
- Practical secretarial training in the department of OPD / OT and Radiology Front desk.
- Medical software training

**Duration of Training Programme** - 3 months

**Qualification Required** - Any Graduates / PUC



**Course package: Rs. 2500/- (Rs. Two thousand five hundred only) per course.**



#### For admission / Queries please contact:

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Administration Block  
A. J. Hospital & Research Centre  
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