

WESLEY



Health Management

Boston Gardens  
Technology Park  
Suite 9, 16 Brodie Hall Drive  
Bentley WA 6107

Phone: (08) 9470 2000  
Fax: (08) 9355 1310

Email:  
admin@wesleyhealth.com.au

Web:  
wesleyhealth.com.au

QLD, WA, SA  
Phone: 1800 001 256

NSW, ACT, VIC  
Phone: 1800 011 123

WESLEY TRAINING  
Nationally Accredited  
Training in:

- Medical Reception
- Medical Terminology
- Medical Computing
- Emergency Procedures
- Careers Workshop

WESLEY MED-STAFF

- Permanent and Temporary Staffing
- HR Consultancy

WESLEY IT

- Complete IT solutions for the Health Industry



NATIONALLY RECOGNISED  
TRAINING



MedStaff



WESLEY IT

SOFTWARE OF  
EXCELLENCE

Wesley Personnel Pty Ltd  
ABN 34 081 637 836  
Train Reg 50921

## MEMO TO PARTICIPATING PRACTICE MANAGERS/CLINICS WESLEY NATIONALLY ACCREDITED TRAINING PROGRAMME 2017/2018 MEDICAL RECEPTIONISTS

Dear Practice Manager or Practice Owner

This memo is to introduce the **Training Program** for **Medical Receptionists** via **Wesley Health Management**. Wesley Health Management have been training Medical Receptionists across Australia for over 15 years. As such, we see our role and service to Industry as a vital and important one in the continued education of quality trained staff into the medical professions.

Our training program is **Nationally Accredited** and we liaise closely with **Industry** to ensure the content and direction of our training is both relevant and current.

A very important aspect of the student's training - is the ability to liaise with **real industry members/clinics** such as yourself, so the student can gain a better understand of the realities of practice life.

As such, we have developed a short **Assessment Project** which asks the student to gain some very **simple feedback/information from a local clinic**. We do understand your time is precious so we have designed the questions/information to only take around ten minutes or so of your time.

We greatly **appreciate** the participation of clinics and practice managers, as we develop our future practice managers of tomorrow and offer a relevant and useful service to industry, in the training of new recruits.

Yours sincerely

**Jan Hurn**  
**Director**

*Wesley Health Management is an Equal Opportunity Organisation and a Registered Training Organisation*

Perth • Adelaide • Sydney • Melbourne • Brisbane • Hobart • Canberra  
www.wesleyhealth.com.au