



Head Office: Block 2, Crossway Office Park, 240 Lenchen Avenue, Centurion, 0157
Postal Address: P.O. Box 8630, Centurion, 0046
Tel: (+27) 12 110 4115, **Fax:** (+27) 86 501 6341
www.duxah.co.za

DUXAH - General Information

DUXAH understands the needs of a modern-day healthcare environment. In the current uncertain economic and tightly regulated healthcare market, it has become increasingly important for medical service providers and healthcare establishments to optimise efficiencies in the administration environment. This directly supports and sanctions the need for training and up skilling administrators and auxiliary staff in the healthcare industry.

Who should enrol for these certificates?

Any person who wishes to further develop their knowledge and start, or advance their careers in the Medical and Healthcare Industry.

Duration

Each Certificate will comprise of a series of modules that need to be completed and evaluated within the specified time frame. The time indicated below includes formal and supplementary written examinations. Should a student not complete a module / certificate in the specified time, they would be required to re-register at full cost.

Correspondence Programme

Certificate 1 = 18 months (maximum)

Certificate 2 = 18 months (maximum)

Certificate 3 = 24 months (maximum)

Semesters begin in January or July of an academic year.

Registration Requirements

Ability to read, write and understand English as the course content is presented and facilitated in English. All online, assessments as well as written examinations will be completed and examined in English. As this is a web-based programme, a student must have access to a computer and an internet connection.

Registration

Registrations can be done [online](#) or you can contact DUXAH on (012) 110 4172.



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Payments

For DUXAH Healthcare Administration Certificate pricing, please contact DUXAH, on (012)110-4172.

If the cost for the student is paid by the employer, it is tax deductible.

Bursaries

For students who would like to apply for a KUATI bursary, applications can be found on the [KUATI Bursary](#) page, (please be advised this applicable for un-employed persons only).

In General

- Once a registration form and payment is received, the student will receive a user name and password prior to the commencement of the academic semester, which will be required to access the DUXAH website learning environment.
- At the end of each section there will be an online evaluation quiz. All online quizzes at the end of each section will require an 80% promotion mark in order to proceed to the next section.
- A semester mark (which is a combination mark of all online assessment activities, tasks and assignments prior to the written exam), of 75% will be required per module for examination entry
- A final promotion mark of 75% (derived from the semester mark and the examination for the module) will be required for the certificate to be awarded
- The accumulated formative semester mark will count 50% towards your final promotion mark with your summative examination mark 50%, to a total of 100% for the final promotion mark
- In order to be automatically registered for an examination session, students must be successful in the completion of a module's:
 1. Continuous online assessment activities
 2. Assessment tasks
 3. Final written assignment
- Examination sessions occur twice a year. Dates will be available on the [HAMC News](#) section. Students will be automatically registered to write the examination sessions.
NOTE: An examination extension will be permitted per certificate on fully paid courses. A service fee will be charged, should any extension be granted, it will be mandatory for the student to write at the next examination session.
- Should the student be unsuccessful in his/her first attempt at the registered module examination, a supplementary examination may be written. A supplementary rewrite fee will be charged. Should the student be unsuccessful in both the examination and the supplementary he/she will have to reregister for that particular course at full cost.

Please see DUXAH Terms and Conditions for further stipulations.