



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

Yrkeshögskoleexamen

Medicinsk Sekreterare

## 2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Medical Secretary

This translation has no legal status.

## 3. SKILLS AND KNOWLEDGE PROFILE

### The holder of this document has

- Knowledge of human anatomy and diseases.
- Knowledge of Greek, Latin and English medical terminology.
- Knowledge of healthcare and welfare laws, regulations and routines, with focus on patient-related documentation and administration.
- Knowledge of terms in work psychology.
- Knowledge of methods for change and development work.
- Knowledge of the ICD10 medical diagnosis coding classification and coding system.
- Knowledge of healthcare and welfare finances.
- Skills to write correct written Swedish and choose a suitable layout and tonality.
- Skills to document and assure the quality of healthcare.
- Skills to use modern patient administration systems.
- Skills to use IT-based tools.
- Skills in professional interaction with patients and colleagues.
- Skills to provide information about a situation in a suitable manner.
- Skills to assist with budget work and financial planning.
- Skills to prioritise and work structurally towards parallel deadlines.
- Competence to ensure secure and correct patient-related administration and documentation.
- Competence to contribute to organisational development of healthcare administration.
- Competence to work with the complex nature of the field through broad thinking and integrating several areas of knowledge.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Healthcare Administrator and Doctor's Secretary

## 5. OFFICIAL STATUS OF THE CERTIFICATE

<b>Name and address of the awarding institution</b>	<b>Name and address of the public authority issuing awarding entitlement to education providers</b>
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden <a href="http://www.myh.se">www.myh.se</a>
<b>Diploma level (national or international designation)</b>	<b>Grading scale</b>
SEQF/EQF:	Fail (Icke godkänt - IG) Pass (Godkänt - G) Pass with Distinction (Väl godkänt - VG)

## 6. OFFICIALLY RECOGNISED MANNER OF OBTAINING THE DIPLOMA

Description of vocational education and training received	Per cent of whole programme (%)	Length (weeks)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		<b>weeks</b>
<b>Further information</b>		
The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses. Five HVE credits correspond to one week of full-time studies.		
A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits).		
An Advanced Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 400 HVE credits, at least one quarter of programme time is spent on student placement, and the student has completed an independent project.		
Entry requirement is successful completion of upper secondary education.		
For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: <a href="http://www.myh.se">www.myh.se</a>		

### (\*) Explanatory notes

This document is intended to provide additional information about the specified diploma and has no legal status in itself. It is based on Council Resolution 93/C No. 49/01 of 3 December 1992 on the transparency and clarity of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency and clarity of vocational education certificates, and the European Parliament and Council Recommendation 2001/613/EC of 10 July 2001 on mobility within the Union of students, persons undergoing vocational training, volunteers, teachers and educators.

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