



# 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

- Specialised knowledge of theoretical and practical medical terminology and its use in healthcare to achieve patient safety.
- Specialised knowledge of theoretical and practical system management for IT, patient record systems and other software that occurs.
- Specialised knowledge of the organisation and legislation of healthcare, as well as the structure of classification and coding systems.
- Knowledge and overview of related professional and competence areas such as finance, communication and response, Swedish and its writing rules and communicative English.
- Knowledge and overview of related professional and competence areas and the structure and function of the human body at basic level.
- Knowledge of work processes and quality criteria in theoretical and practical management of quality registers.
- Skills to plan, perform and identify resources to perform specialised tasks in medical documentation for health care.
- Skills to plan, perform and identify resources to perform specialised tasks in healthcare administration and thus serve as operational support.
- Skills in solving compound problems in the classification of diagnoses correctly.
- Skills in solving complex problems in the application of patient record systems, registers and management of statistics.
- Skills in communicating undertakings and solutions regarding the work and study area in the professional role in both Swedish and another language.
- Competence to independently handle theoretical and practical medical documentation and healthcare administration in a way that leads to learning and professional development.
- Competence to monitor administration work and to complete assigned projects.

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

Medical Secretary and Healthcare Administrator, medical 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 note**

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information available at: <http://europass.cedefop.europa.eu>

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