



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Yrkeshögskoleexamen

Medicinsk sekreterare

2. TRANSLATION OF DIPLOMA TITLE

Diploma in Higher Vocational Education

Medical Secretary

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of medical documentation and medical administrative tasks.
- Knowledge of health-care organization.
- Knowledge of anatomy and pathology to ensure safe documentation.
- Knowledge of languages and medical terminology.
- Knowledge of the laws and regulations that apply to health care.
- Knowledge of administrative support systems in healthcare.
- Knowledge of economics, accounting, and how to prepare a budget.
- Skills in using patient administrative computer systems.
- Skills in managing administration and documentation within healthcare.
- Ability to actively participate in organizational development and change.
- Ability to deal with different kinds of group processes, conflict management and work environment issues.
- Ability to deal with modern information technology.
- Ability to work from a service-oriented mindset.
- Ability to independently initiate, lead and participate in projects.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Medical secretary, Hospital clerk, Doctor's office receptionist

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation) NQF/EQF: <i>scale not yet established</i> ISCED – scale:	Grading Scale 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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years
<p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

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