

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Medical Secretary

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of anatomy and functions of the human body
- Knowledge of various types of medication
- Knowledge of medical terminology and how it is used to maintain a high degree of safety for the patient in medical documentation
- Knowledge in English sufficient for oral and written communication
- Knowledge of how healthcare services are organised
- Knowledge of IT, patient records systems and software commonly found in the profession
- Knowledge of the medical diagnosis coding classification and coding system structure
- Knowledge of Swedish grammar and spelling rules
- Knowledge of psychology between individuals and in groups
- Knowledge of the laws and agreements that regulate healthcare services
- Skills in working with modern technology and patient records systems relevant to the field
- Skills in writing medical records and other documentation which occur in health care, independently and with a high level of quality
- Skills in acting as operational support in all areas of healthcare service administration
- Skills in correct diagnostic classification based on the physician's diagnosis coding
- Skills in keeping registers and handling statistics
- Skills in working independently and as part of a team in an effective and correct manner
- Competence to manage the medical documentation at a hospital, district health centre, surgery or for an occupational healthcare provider
- Competence in providing an educated, communicative service function
- Competence in providing service when requested by medical members of staff to relieve them from administrative tasks
- Competence in providing support for research staff

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Healthcare Administrator

5. OFFICIAL STATUS OF THE CERTIFICATE

Name and address of the awarding institution	Name and address of the public authority issuing awarding entitlement to education providers
	The Swedish National Agency for Higher Vocational Education Box 145, 721 05 Västerås Sweden www.myh.se
Diploma level (national or international designation)	Grading scale
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		weeks
Further information		
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: www.myh.se		

(*) 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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