



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 anatomy, categorising the body into different organ systems, the names of body parts and illnesses.
- Knowledge of healthcare chains and the various roles/actors/healthcare administration systems involved.
- Knowledge of central legislation, ordinances, guidelines and policies that apply to health and medical care and how these regulations affect such work.
- Knowledge of the relevant terminology in Swedish and English, Swedish spelling, punctuation and grammar rules and medical terminology in both Latin and Greek.
- Knowledge of systems and programs used to present, register and monitor finance and budget work.
- Skills to produce appropriate documentation and use healthcare administration systems whilst adhering legal and local requirements.
- Skills to register data regarding the care of a patient, patient safety and quality assurance work in healthcare administration systems.
- Skills to follow decisive routines for classification and coding.
- Skills to communicate correctly in written and spoken Swedish and English.
- Skills to interpret, structure and edit information in line with safety, confidentiality and authorisation levels for public written materials.
- Skills to adapt functions in a word processing document.
- Skills to perform CPR.
- Competence to plan, implement and follow up documentation work, follow dictations and create medical texts, register and process in medical administration.
- Competence to act professionally towards both colleagues and patients, based on ethical principles and person-centred values.
- Competence to work with medical administration and documentation in both in-patient and out-patient care, and interpret, classify and code diagnoses for use in statistical compilations.
- Competence to prioritise work for good and safe care.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary and 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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