



## 1. Title of the certificate – Yrkeshögskoleexamen <sup>1</sup>

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Medicinsk sekreterare

## 2. Translated title of the certificate – Higher Vocational Education Diploma <sup>2</sup>

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Medical Secretary

## 3. Knowledge, skills and competence profile

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The holder of the certificate has:

- Knowledge of medical documentation and terminology.
- Knowledge of healthcare law and the organisation and governing instruments of care.
- Knowledge of basic anatomy, physiology and disease theory.
- Knowledge of information technology in healthcare.
- Knowledge of patient administrative systems.
- Knowledge of simple IT support and data security.
- Knowledge of IT programmes for word processing, calculation, registers and presentation.
- Skills in applying medical documentation and using medical terms correctly.
- Skills in handling the laws and regulations of healthcare in the professional role.
- Skills in performing practical and qualified use of IT in healthcare.
- Skills in coding and monitoring according to classification for medical diagnostic and action coding.
- Skills in providing a professional approach to patients, relatives and employees.
- Skills in formulating information correctly for a given target group.
- Skills in having good linguistic ability in Swedish and medical English.
- Skills in participating in change and quality work.
- Competence to perform medical documentation and correctly use medical terms.
- Competence to independently perform healthcare administration tasks in a safe and rational way.
- Competence to act as a qualified administrative support in healthcare.
- Competence to provide good service and response and show cooperation skills in contacts with patients, relatives and internal and external stakeholders.
- Competence to be able to work both independently and in groups.
- Competence to be able to develop their own competence in the professional role.
- Competence to adapt linguistic information to the target group and according to instructions.

## 4. Range of occupations accessible to the holder of the certificate <sup>3</sup>

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Medical Secretary, Healthcare Administrator, medical secretary, Healthcare Administrative Secretary and Doctor's Secretary

<sup>1</sup> In the original language. | <sup>2</sup> If applicable. This translation has no legal status. | <sup>3</sup> If applicable.

## 1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden <a href="http://www.myh.se">www.myh.se</a>
Level of the certificate (national or European) <sup>1</sup>	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training <sup>1</sup>	International agreements on recognition of qualifications <sup>1</sup>
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

### Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

## 2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

## 3. Additional information

### Entry requirements <sup>1</sup>

Entry requirement is successful completion of upper secondary education.

### More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: [www.myh.se](http://www.myh.se)

### National Europass Centre

[www.myh.se](http://www.myh.se)

<sup>1</sup> If applicable.