



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 the structure and function of the human body.
- Knowledge of medicines.
- Knowledge of medical terminology and how the medical and Swedish language is used in healthcare so as to achieve high patient safety in medical care documentation.
- Knowledge of English so as to be able to communicate in the best way, both written and verbally, with the health care organisation.
- Knowledge of IT, patient record systems and various software that is used in the profession.
- Knowledge of the structure of classification and coding systems.
- Knowledge of linguistic accuracy and writing rules in the Swedish language.
- Knowledge of individual and group-related psychology.
- Skills in working with modern technology and patient record systems used in the sector.
- Skills in managing the medical documentation in healthcare, independently and with high quality.
- Skills in writing medical records and other documentation that is found in healthcare.
- Skills in acting as business support for healthcare in everything related to healthcare administration – classifying diagnoses correctly after doctors have defined the diagnosis code.
- Skills in keeping records and being able to handle statistics.
- Skills in mastering the laws and agreements that govern healthcare.
- Skills in working independently and in teams in an efficient and correct way.
- Competence to handle the medical documentation in hospitals, healthcare centres, GPs' surgeries and occupational health care.
- Competence to act as a well-trained, communicative and well-functioning service function.
- Competence to be able to offer their services when asked and take over administrative duties from the healthcare staff - to be a research support.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

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

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 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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