



# 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 at a basic level.
- Knowledge of how medical terminology and the Swedish language are used in healthcare to achieve patient safety.
- Knowledge of communicative English in written and verbal form.
- Knowledge of the organisation and legislation of healthcare.
- Knowledge of industry-specific 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 usage and writing rules in the Swedish language at a high level.
- Skills in applying and working with modern technology and patient record systems.
- Skills in applying and performing medical documentation in healthcare.
- Skills in producing and writing patient records and other documentation.
- Skills in applying and acting as operational support for healthcare in everything related to care administration.
- Skills in selecting and classifying diagnoses correctly after a doctor has set the diagnosis code.
- Skills in applying records and handling statistics.
- Skills in applying the laws and agreements that govern healthcare.
- Competence to independently perform the medical documentation in healthcare.
- Competence to independently explain and manage economic formulas, calculations and models.
- Competence to independently explain and process information material, statistics and data.
- Competence to be able to independently decide on ways to respond to patients competently.
- Competence to independently act as operational support for healthcare in everything related to care administration.

## 4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary and Healthcare Administrator, medical secretary

## 5. OFFICIAL STATUS OF THE CERTIFICATE

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

**(\*) 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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