



# 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 Latin, Greek, English and Swedish medical terminology.
- Knowledge of human anatomy, health conditions and medication.
- Knowledge of how medical terminology is used to maintain a high level of patient safety in medical documentation.
- Knowledge of IT, patient record systems and commonly used software.
- Knowledge of the medical diagnosis coding classifications and the structure of the coding systems.
- Knowledge of data security and privacy.
- Knowledge of Swedish grammar and spelling rules.
- Knowledge of the laws and agreements that regulate healthcare services.
- Skills in spoken and written English.
- Skills to correctly interpret and transcribe medical dictations.
- Skills to write medical records and other healthcare documents following regulations.
- Skills to process information, statistics and data.
- Skills to manage medical documentation in healthcare services.
- Skills to classify diagnoses following the diagnostics codes provided by doctor.
- Skills to work both independently and as part of a team in an effective and correct manner.
- Competence to work efficiently and correctly.
- Competence to process medical documentation at hospitals, district healthcare centres or in occupational healthcare.
- Competence to process information, statistics and data.
- Competence to manage the administrative routines to obtain long-term, more cost-effective approaches.

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

Medical Secretary, Healthcare Administrator, Medical Administrator, Doctor's Secretary and Health and Medical Care 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 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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