



APPENDIX TO DIPLOMA (*)



SWEDEN

1. EXAMENSBEVISETS BENÄMNING

Kvalificerad Yrkehögskoleexamen

Medicinsk vårdadministratör

2. TRANSLATION OF DIPLOMA TITLE

Advanced Diploma in Higher Vocational Education

Medical Administrator

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of patient documentation in accordance with applicable laws, regulations and practice, as well as diagnosis classification.
- Knowledge of archiving, information management, document flows, patient administration systems and cash handling.
- Knowledge of financial planning, budget work and follow-up, financial terms and procedures.
- Knowledge of medical terminology and language skills (Swedish and English).
- Knowledge of anatomy.
- Knowledge of organisations and management, process management and quality improvement work.
- Knowledge of how the healthcare services are organised and of their quality systems.
- Skills in applying medical documentation and handling patient journals according to set conditions.
- Skills in applying classification regulations and principles for the classification of diagnoses.
- Skills in using patient systems and other IT systems within the healthcare services as well as cash handling systems.
- Skills in independently using and managing IT systems within the healthcare services.
- Competence to independently apply laws, regulations and principles relevant to patient documentation and diagnosis classification.
- Competence to implement improvement methods and to handle quality processes to create a more efficient and flexible organisation within the healthcare services.
- Competence to provide good service, communicate and instructively interact with all kinds of people.
- Competence in basic case handling and in reflective practice.

4. PROFESSIONS AVAILABLE FOR HOLDERS OF THE DIPLOMA

Medical Administrator, Healthcare Administrator, Medical Secretary, Patient Administrator

5. OFFICIAL STATUS OF THE DIPLOMA

Name, status and address of the institution awarding the diploma	Name, status and address of the public authority issuing the entitlement to award a diploma to education providers
	The Swedish National Agency for Higher Vocational Education Postal Address: Box 145, S-721 05 Västerås www.myh.se
Diploma Level (national or international designation)	Grading Scale
NQF/EQF: <i>scale not yet established</i> ISCED – scale:	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 (hours/weeks/months/years)
• College/education centre		weeks
• Placement – Learning in a work environment		weeks
Total teaching/study duration resulting in diploma		weeks/years
<p>Further information</p> <p>A higher vocational programme may be of 200 vocational credits, equivalent to one full academic year, or 400 vocational credits, corresponding to two full academic years. If the criteria in Chapter 2, Section 13 of the Ordinance (2009:130) on higher vocational education are fulfilled, a Diploma in Higher Vocational Education is obtained. If the criteria in Chapter 2, Section 14 of the Ordinance (2009:130) on higher vocational education are fulfilled, an Advanced Diploma Higher Vocational Education is obtained.</p> <p>Entry requirement is successful completion of upper secondary education.</p> <p>For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se</p>		

(*) 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.

Further information on transparency and clarity may be obtained from: www.cedefop.eu.int/transparency

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