

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkeshögskoleexamen**

**Medicinsk vårdadministratör**

## 2. TRANSLATION OF CERTIFICATE TITLE

**Advanced Higher Vocational Education Diploma in**

**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 and cash handling systems.
- 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 conventions and principles in 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 administration systems and other IT systems within the healthcare services.
- 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 to conduct basic case handling and in reflective practice.

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

Medical Administrator, Healthcare Administrator, Medical Secretary, Patient Administrator

## 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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