



# CERTIFICATE SUPPLEMENT (\*)



SWEDEN

## 1. CERTIFICATE TITLE

**Kvalificerad Yrkehögskoleexamen**  
**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 the applicable laws, regulations and practice and diagnostic classification.
- Knowledge of archiving, information processing, document flows and payment systems.
- Knowledge of financial planning, budgeting and follow-up, in addition to financial terms and routines.
- Knowledge of medical terminology and languages (Swedish and English).
- Knowledge of human anatomy.
- Knowledge of organisational and management principles, process management and quality assurance and improvement work.
- Skills to apply medical documentation and process patient records in accordance with set requirements.
- Skills to apply classification regulations and principles for diagnostic classification.
- Skills to manage patient administration systems and other IT systems used in health and medical care.
- Skills to understand the organisation and quality system of health and medical care.
- Competence to apply the laws, rules and principles that apply for patient documentation and diagnostic classification.
- Competence to use and manage IT systems used in health and medical care.
- Competence to implement improvement methods and manage quality processes to create more efficient and flexible organisation in health and medical care.
- Competence to provide good service, communicate and provide information to all walks of life.
- Competence to conduct simple investigations and react with reflection.

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

Medical Administrator, Healthcare Administrator, Medical Secretary, 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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