



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Yrkehögskoleexamen

Vårdadministratör/Medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Higher Vocational Education Diploma

Healthcare Administrator/Medical Secretary

This translation has no legal status.

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of spoken and written medical terminology in both Swedish and English.
- Knowledge of the structure of medical terminology.
- Knowledge of anatomy, health-illness, diseases and pharmacology terminology.
- Knowledge of the link between diagnostic and procedure codes, registry management and healthcare economics.
- Knowledge of microorganisms, transmission paths and treatments.
- Knowledge of important concepts in social psychology.
- Knowledge of patient administration support programs.
- Knowledge of laws, ordinances and agreements that regulate Swedish health and medical care.
- Skills in medical transcription for medical records.
- Skills to incorporate loanwords into Swedish and other spelling, punctuation and grammar rules.
- Skills in managing medical records and archiving, including computerised records.
- Skills in the regulations concerning patients from outside the EU.
- Skills to have a good understanding of the regulations in Swedish law governing secrecy, patient medical records, healthcare and archiving and apply them.
- Skills to classify diseases and health conditions based on medical records.
- Skills to manage automatic patient bookings, booking systems and invoicing in healthcare.
- Competence to document medical records without compromising the patient.
- Competence to use modern technology to initiate, plan and participate in examinations and analyses.
- Competence to choose suitable sources when gathering information.
- Competence to cooperate with healthcare teams.
- Competence to search for the correct information and data for registration in the relevant system.
- Competence to formulate reports, letters, certificates and PMs relevant to the profession.
- Competence to search for information in FASS - the Swedish compendium of medicines.
- Competence to manage healthcare appointments, booking systems and invoicing.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Healthcare Administrator and Medical Secretary

5. OFFICIAL STATUS OF THE CERTIFICATE

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

(*) 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.

© European Communities, 2002