



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkehögskoleexamen

Vårdadministratör - medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Medical Administrator - Medical secretary

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of patient related documentation and archiving.
- Knowledge of health care law - the laws and regulations governing health care.
- Knowledge in the Swedish language, medical English and medical terminology.
- Knowledge in classification of medical diagnoses and measures.
- Knowledge of the human body - its structure and function as well as the most common diseases and examination methods.
- Knowledge of the significance of psychosocial work environment and team dynamics.
- Knowledge of healthcare administration, medical documentation and the healthcare organisation.
- Knowledge of healthcare financing and financial control.
- Knowledge of external changes - how to influence the professional role in a political organisation.
- Knowledge of basic hygiene routines.

- Skills in administering and documenting patient-related information, as well as other medical administration.
- Skills in quality assurance from a patient safety perspective.
- Skills in classifying medical diagnoses and measures.
- Skills in receiving people with different conception of life.
- Skills in the healthcare's IT system - how it is structured and used.
- Skills in archiving.
- Skills in information management and document flows.
- Skills in planning economy, budget and statistics.

- Competence to be a qualified Health care administrator - Medical secretary.
- Competence to be a resource in quality assurance within health care.
- Competence to provide quality service and professional conduct.
- Competence to work both independently and in groups.
- Competence to develop an efficient and flexible administrative organisation within healthcare.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Healthcare administrator, Medical secretary, Team Secretary – healthcare, Research 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.

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