



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Vårdadministratör - Medicinsk sekreterare

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Health Care Administrator - Medical Secretary

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of basal hygienic.
- Knowledge of the dynamics and the psychosocial work environments importance.
- Knowledge of the affect the increasing internationalization has on the health care.
- Knowledge of patient related documentation and archiving.
- Knowledge of health care administrative systems.
- Knowledge of Information Technology security.
- Knowledge of the care pathway and administrative routines within health care.
- Knowledge of quality assurance of documentation from a patient security perspective.
- Knowledge of the health care organization and how decisions are made and executed.
- Knowledge of the health care financing, both public and private.
- Knowledge of financial control.
- Knowledge of financial factors that affect the health care system.
- Knowledge of how laws and regulations control the health care and how the European Unions set of regulations affect the health care.
- Knowledge of medical patient related administration and documentation.
- Knowledge of the history of the medical language, structure and usage.
- Knowledge of anatomy and pathology, common diseases and methods for examination and treatment.
- Skills in medical documentation and administration.
- Skills in administrative IT-systems, such as word processing, computing, presentation and dataset.
- Skills in basic data communication.
- Skills in the Swedish language for correct usage, orally as well as in writing and how to adjust language depending on situation and recipient.
- Skills in medical English to be able to interpret and understand different documents within the work area.
- Competence to use references to search, analyze, evaluate and present with a correct usage.
- Competence in diagnoses and measures classification.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Health Care Administrator, Administrator

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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