



CERTIFICATE SUPPLEMENT (*)



SWEDEN

1. CERTIFICATE TITLE

Kvalificerad Yrkeshögskoleexamen

Vårdadministratör

2. TRANSLATION OF CERTIFICATE TITLE

Advanced Higher Vocational Education Diploma in

Healthcare Administrator

This translation has no legal status

3. SKILLS AND KNOWLEDGE PROFILE

The holder of this document has

- Knowledge of the human anatomy, health conditions and medications.
- Knowledge of Swedish and English medical terms.
- Knowledge of Swedish grammar and spelling rules.
- Knowledge of the organisational structures, laws and regulations governing healthcare.
- Knowledge of healthcare ethics and social diversity regarding gender, ethnicity and social background.
- Knowledge of different types of processes and theories in interpersonal communication.
- Knowledge of diagnostic classification and its link to healthcare economics.
- Knowledge of diagnostic classification in medical records.
- Skills in healthcare documentation by taking and transcribing dictation.
- Skills in booking patient appointments to relevant healthcare professionals.
- Skills in the use of various IT tools.
- Skills in interpersonal communication with patients, relatives and colleagues.
- Skills in participating in development and improvement, for instance by using an incident reporting system.
- Skills in documenting medical records.
- Competence to initiate improvement measures and to take responsibility for organising the workload.
- Competence to apply correct diagnosis and procedure codes based on identifying health conditions and procedures through medical records searches.
- Competence to confirm information regarding medication in medical records.

4. PROFESSIONS AVAILABLE FOR THE HOLDER OF THE CERTIFICATE

Medical Secretary, Healthcare 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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