

CERTIFICATE SUPPLEMENT (*)
SPAIN

TITLE OF THE CERTIFICATE (original language: ES)

ADVANCED EXPERT IN MEDICAL DOCUMENTATION

TRANSLATED TITLE OF THE CERTIFICATE (language)

PROFILE OF SKILLS AND COMPETENCES

General competence

Define and organize processes to process clinical information and documentation, encoding it and ensuring compliance with the regulations of the Health Authority and the international classification and encoding systems, under appropriate supervision.

Competence units

1. Organizing / managing the archives of clinical documentation and medical histories.
2. Defining and/or assessing the processing of clinical information and documentation.
3. Identifying, extracting and encoding clinical and non-clinical data from the medical documentation.
4. Validating and using data from the Minimum Basic Data Set (MBDS) by means of statistical, epidemiological and quality control data.

RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE

Occupations or jobs:

Expert in medical documentation. Encoding expert. Clinical documentation units. Medical histories archiving. Control and assessment of quality in medical care.

(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

The body awarding this Certificate Supplement may leave blank any box considered not to be applicable.

Name and status of the body awarding the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government)	Name and status of the national/regional authority providing accreditation/recognition of the certificate MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE (Central Government) COMPETENT BODY IN THE AUTONOMOUS COMMUNITY (Autonomic Government)
Level of the certificate in the awarding country Advanced Vocational Training (CNED 51 H– Advanced Specific Vocational Training and equivalents, Plastic Arts and Design, and Sports)	Grading scale / Pass requirements Basic regulation of the Ministry of Education, Culture and Sports of 21 July 1994. Occupational modules: graded from 1 to 10 (5 is pass). Training at work: pass / fail. Continuous assessment system.
Access to next level of education/training - Teacher (all majors) - Social Education Diplomaed Specialist. - Nursery Diplomaed Specialist. - Physiotherapy Diplomaed Specialist - Speech Therapy Diplomaed Specialist. - Chiropody Diplomaed Specialist. - Occupational Therapy Diplomaed Specialist. - Social Work Diplomaed Specialist.	International agreements
Legal basis General Organic Law of the Educational System 1/1990 of October 3, Organic Law 5/2002 of June 19 on Qualifications and Vocational Training, Royal Decree 676/1993 of May 7, Royal Decree 777/1998 of April 30. ROYAL DECREE 543/1995, of April 7 (BOE 05.06.95).	

OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme (%)	Duration <i>hours/weeks/months/years</i>
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* At Secondary Education Centres or approved training centres, including training modules of a theoretical-practical nature and Training at Work.

- GENERAL-PURPOSE COMPUTER APPLICATIONS
- ENCODING OF CLINICAL AND NON-CLINICAL DATA
- DEFINITION AND PROCESSING OF CLINICAL DOCUMENTATION
- TRAINING AT WORK
- OCCUPATIONAL TRAINING AND GUIDANCE
- ORGANIZATION OF CLINICAL ARCHIVES
- RELATIONS IN THE WORKING ENVIRONMENT
- VALIDATION AND USE OF MEDICAL DATABASES

	<i>Total duration of the education/ training leading to the certificate</i>	2000 hours
Entry requirements Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding certificate of the entry examination.		
Additional information More information available at: http://www.educacion.es		