

# EUROPASS DIPLOMA SUPPLEMENT

## TITLE OF THE DIPLOMA (ES)

*Técnico Superior en Documentación y Administración Sanitarias*

## TRANSLATED TITLE OF THE DIPLOMA (EN)<sup>(1)</sup>

*Higher Technician in Health Documentation and Management*

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(1) This translation has no legal status.

## DIPLOMA DESCRIPTION

**The holder of this diploma will have acquired the General Competence with regard to:**

Defining and organising methods of information processing and clinical documentation, extracting, recording and encoding data, and validating information, ensuring regulatory compliance; as well as participating in processes of patient service and management and administrative management in health centres.

**Within this framework, the PROFESSIONAL MODULES and their respective LEARNING OUTCOMES acquired by the holder are listed below:**

### “Patient management”.

The holder:

- Carries out bed management in hospitals, following the established assignment and coordination procedures.
- Manages patient admission and discharge in an inpatient unit or emergency department, handling computer programs for clinical-administrative management.
- Processes referrals for tests and treatments outside the health centre and accepts incoming ones, identifying requests and reference sites.
- Manages sanitary transportation and other extra care services, relating available resources to care requests.
- Makes appointments for outpatient activity and diagnostic tests, handling diary management computer programs.

### “Clinical terminology and pathology”.

The holder:

- Determines the structure and formation of clinical terms, describing their etymology and relations.
- Recognises the general structure and organisation of the human body, describing parts, relations and alterations.
- Determines the characteristics of cardiovascular system disorders, relating them to physiopathological processes of the heart, blood vessels and blood.
- Determines the characteristics of breathing system disorders, relating them to physiopathological processes of lungs and airways.
- Determines the characteristics of digestive system disorders, relating them to physiopathological processes of the digestive tract and accessory glands.
- Determines the characteristics of genitourinary system disorders, relating them to physiopathological processes of the kidney and urinary tracts.

### “Extraction of diagnoses and procedures”.

The holder:

- Selects medical diagnoses in clinical documents, relating them to different incidents that required assistance.
- Selects diagnostic and therapeutic procedures in clinical documents, relating them to different incidents that required assistance.
- Identifies cancer diagnoses and procedures, relating them to incidents that required assistance when treating neoplasia.
- Obtains obstetric diagnoses and procedures, relating them to different incidents that required assistance during pregnancy, birth and puerperium.
- Identifies therapeutic diagnoses and procedures, relating them to different incidents that required assistance when treating injuries and traumas.
- Identifies therapeutic diagnoses and procedures, relating them to different incidents that required assistance when treating poisoning.
- Identifies therapeutic diagnoses and procedures, relating them to different incidents that required assistance when treating other specific pathologies.
- Extracts diagnostic terms and procedures of a clinic document, relating them to indexing and coding requirements.

### “Health records and documentation”.

The holder:

- Determines the characteristics of documentary needs in health centres, relating them to each type of centre and purpose of documents.

- Designs and prepares health documents by applying documentary standardisation criteria.
- Checks the quality of clinical documentation, optimising its standardisation and usefulness.
- Manages medical records from a documentary point of view, checking specific content and the relation to other attached documents.
- Manages files of health documents, optimising information processing.

#### **“Health information and medical classification systems”.**

The holder:

- Determines the characteristics of the different elements that participate in the creation process of a health information system (HIS), relating them to key factors of sanitary activity.
- Manages different international classification systems of diseases, as well as different existing terminologies, determining their scope.
- Efficiently uses the different parts that form the international classification of diseases, applying each one of their use criteria.
- Selects codes of the international classification of diseases, previously extracting the diagnoses and procedures carried out from the incident that required assistance.
- Applies established regulations in matters of clinical and non-clinical data coding, at state and autonomous community level, recognising their scope.
- Carries out coding processes of diagnoses with the current edition of the international classification of diseases (ICD), applying general regulations.
- Carries out coding processes of procedures with the current edition of the international classification of diseases (ICD), applying general regulations.
- Carries out specific coding processes with the current edition of the international classification of diseases (ICD), applying general regulations.

#### **“Office IT and information processing”.**

The holder:

- Keeps equipment, applications and network in best working conditions, installing and updating any necessary hardware and software component.
- Writes alphanumeric texts with an extended keyboard by applying typing techniques.
- Manages filesystems, searching and selecting any necessary information with traditional and computer means.
- Creates spreadsheets adapted to the needs that arise during the information processing, applying advanced options.
- Creates text documents, using advanced options of a text editor.
- Uses database management systems adapted to the needs that arise during the administrative information processing, applying advanced options.
- Integrally manages information that comes from different applications and audiovisual files by using specific programmes and peripherals.
- Manages mail and electronic diary by using specific applications.
- Creates multimedia presentations of documents and reports by using specific applications.

#### **“Medical codification”.**

The holder:

- Carries out coding processes of diagnoses related to infectious and parasitic diseases, making use of the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Carries out coding processes of diagnoses and procedures related to neoplasia, using the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Carries out coding processes of diagnoses related to systematic diseases, mental disorders and other pathologies, using the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Carries out coding processes of diagnoses and procedures related to circulatory system diseases, using the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Carries out coding processes of diagnoses related to respiratory system diseases, using the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Carries out coding processes of diagnoses and procedures related to digestive system diseases, using the current edition of the international classification of diseases (ICD), and applying specific regulations.
- Encodes diagnoses and procedures related to pregnancy, birth and puerperium, using the current edition of the international classification of diseases (ICD), and applying specific regulations.

#### **“Psychosocial assistance for patients/users”.**

The holder:

- Applies basic techniques of psychological support to patients and relatives, detecting attitudes and mood resulting from their pathology.
- Applies communication techniques in his/her professional interrelation with patients and relatives, selecting appropriate information in each case.
- Guides and advises patients and their relatives about aspects concerning their stay in the health centre, identifying sociocultural influences.
- Deals with complaints submitted by users, recognising and applying operating criteria and procedures.
- Recognises the scope, describing in detail his/her role in patient service.

### **“Data validation and use”.**

The holder:

- Carries out statistical analyses by means of computer applications, applying procedures.
- Correctly estimates probability values on a random variable that is distributed in a normal way, interpreting the results.
- Participates in the development of the health information system, recording data and applying the appropriate regulations.
- Handles the structure, usefulness, validations and uses of the minimum basic data set (MBDS) by identifying its applications.
- Identifies the different patient classification systems, relating them to the applications of these systems in health management.
- Selecting actions that improve the process of use and data validation by applying quality criteria in the typical tasks of his/her job position.

### **“Health administrative management”.**

The holder:

- Manages the main administrative tasks of human resources, supply control and hiring of resources in the health sector, applying current regulations.
- Manages administrative facets in research projects and clinical trials, planning and supervising the developmental process.
- Manages administrative facets in the development of health projects, planning and supervising the developmental process.
- Creates documents that are typical of health projects, integrating texts, data, images and graphs by means of appropriate computer applications.
- Manages documents of health projects by means of a document management system.

### **“Project on health documentation and management”.**

The holder:

- Identifies the needs of the production sector, relating them to the standard projects that may satisfy them.
- Designs projects related to the competences described in the diploma, including and developing their constituting stages.
- Plans the project implementation, determining the intervention plan and associated documentation.
- Defines the procedures for monitoring and controlling the implementation of the project, justifying the selection of variables and instruments used.

### **“Professional Training and Guidance”.**

The holder:

- Selects job opportunities, identifying the different possibilities of labour integration, and the alternatives of lifelong learning.
- Applies teamwork strategies, assessing their effectiveness and efficiency on the achievement of the company's goals.
- Exercises rights and complies with the duties derived from labour relationships, recognising them in the different job contracts.
- Determines the protective action of the Health Service in view of the different covered eventualities, identifying different types of assistance.
- Assesses risks derived from his/her activity, analysing job conditions and risk factors that are present in his/her labour setting.
- Participates in the development of a risk prevention plan in a small enterprise, identifying the responsibilities of all agents involved.
- Applies protection and prevention measures, analysing risk situations in the labour setting of the Higher Technician in Health Documentation and Management.

### **“Business and Entrepreneurial Initiative”.**

The holder:

- Recognises skills related to entrepreneurial initiative, analysing the requirements derived from job positions and business activities.
- Defines the opportunity of creating a small enterprise, assessing the impact on the performance setting and incorporating ethic values.
- Carries out the activities for the setting-up and implementation of a company, selecting the legal structure and identifying the associated legal obligations.
- Carries out basic administrative and financial management activities of an SME, identifying the main accounting and tax obligations and filling in documentation.

## “On the Job Training”.

The holder:

- Identifies the structure and organisation of the enterprise, relating them to the type of service that provides.
- Applies ethical and labour habits in the development of his/her professional activity, according to the characteristics of the job position and the procedures established by the enterprise.
- Carries out procedures for patient management, managing computer applications.
- Helps patients/users and relatives, applying communication and support techniques.
- Extracts diagnoses and procedures of incidents that required assistance, encoding them with the current edition of the international classification of diseases.
- Uses and validates health data, handling the structure of the MBDS.
- Carries out administrative and document management in the health centre, optimising information processing.

## RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA

The Higher Technician in Health Documentation and Management practises his/her activity in the health sector, in public organisms and institutions and in private enterprises, both in primary and specialised healthcare, as well as in hospitals and research centres.

They carry out their job under the supervision of the corresponding doctor or administrative manager, where appropriate. His/her professional activity is subject to regulations by the State Health Administration.

The most relevant occupations or jobs are the following:

- Higher technician in health documentation.
- Technical manager of health document encoding.
- Technical manager of medical records.
- Technical manager of health documents processing and design.
- Technical manager of health care information systems.
- Technical manager of assessment and quality control of health services.
- Technical manager of administrative-clinical processes.
- Unit, department or health centre manager.
- Assistant of biomedical research teams.
- Administrative assistant of health services.

## AWARD, ACCREDITATION AND LEVEL OF THE DIPLOMA

**Name of the body awarding the diploma on behalf of the King of Spain:** Spanish Ministry of Education or the different Autonomous Communities according to their areas of competence. The title has academic and professional validity throughout Spain.

**Official duration of the education/ training leading to the diploma:** 2000 hours.

### Level of the diploma (national or international)

- NATIONAL: Non-University Higher Education
- INTERNATIONAL:
  - Level 5 of the International Standard Classification of Education (ISCED5).
  - Level 5 of the European Qualifications Framework (EQF 5).

**Entry requirements:** Holding the Certificate in Post-Compulsory Secondary Education (Bachillerato) or holding the corresponding access test.

**Access to next level of education/training:** This diploma provides access to university studies.

**Legal basis.** Basic regulation according to which the diploma is established:

- Minimum teaching requirements established by the State: Royal Decree 768/2014, according to which the diploma of Higher Technician in Health Documentation and Management and its corresponding minimum teaching requirements are established.

**Explanatory note:** This document is designed to provide additional information about the specified diploma and does not have any legal status in itself.

**COURSE STRUCTURE OF THE OFFICIALLY RECOGNISED DIPLOMA**

<b>PROFESSIONAL MODULES IN THE DIPLOMA ROYAL DECREE</b>	<b>CREDITS ECTS</b>
<b>Patient management.</b>	5
<b>Clinical terminology and pathology.</b>	11
<b>Extraction of diagnoses and procedures.</b>	10
<b>Health records and documentation.</b>	7
<b>Health information and medical classification systems.</b>	7
<b>Office IT and information processing.</b>	12
<b>Medical codification.</b>	10
<b>Psychosocial assistance for patients/users.</b>	6
<b>Data validation and use.</b>	8
<b>Health administrative management.</b>	8
<b>Project on health documentation and management.</b>	5
<b>Vocational Training and Guidance.</b>	5
<b>Business and Entrepreneurial Initiative.</b>	4
<b>On the Job Training.</b>	22
	TOTAL CREDITS
	<b>120</b>
<b>OFFICIAL DURATION (HOURS)</b>	<b>2000</b>

\* The minimum teaching requirements shown in the table above comprise 55% official credit points valid throughout Spain. The remaining 45% corresponds to each Autonomous Community and can be described in the **Annex I** of this supplement.

## INFORMATION ON THE EDUCATION SYSTEM

