

## **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.