



**PDA in Medical Administration at SCQF level 7 (G8KV 47)  
Qualification Structure**

*Updated 06/06/2013*

<b>(8 credits in total needed)</b>	<b>Code</b>	<b>SCQF Credit points</b>	<b>SCQF level</b>	<b>HN Credit Value</b>
<b>Unit Title</b>				
<b>Mandatory (4 credits needed)</b>				
IT in Business — Word Processing and Presentation Applications <b>(end date 31.07.2014)</b> <b>OR</b>	DE1L 34	16	7	2
IT in Business — Word Processing and Presentation Applications	F84C 34	16	7	2
Medical Terminology for Administration Staff <b>(end date 31.07.2013)</b> <b>OR</b>	DM6C 34	16	7	2
Medical Terminology for Administration Staff	FG61 34	16	7	2
<b>Optional (1 to 2 credits needed)</b>				
Hospital Patient Administration <b>(end date 31.07.2013)</b> <b>OR</b>	DL51 34	8	7	1
Hospital Patient Administration	FG65 34	8	7	1
GP Medical Administration <b>(end date 31.07.2013)</b> <b>OR</b>	DJ4H 34	8	7	1
GP Medical Administration	FG63 34	8	7	1
<b>Optional (1 to 3 credits needed)</b>				
Legal Protection of NHSS Patient Data <b>(end date 31.07.2013)</b> <b>OR</b>	DM6A 35	8	8	1
Legal Protection of NHSS Patient Data	FG6A 35	8	8	1
Creating a Culture of Customer Care <b>(end date 31.07.2015)</b> <b>OR</b>	DJ42 34	8	7	1
Creating a Culture of Customer Care	H1F0 34	8	7	1
IT in Business: Spreadsheets <b>(end date 31.07.2014)</b> <b>OR</b>	DE1M 34	8	7	1
IT in Business: Spreadsheets	F84V 34	8	7	1
IT in Business: Databases <b>(end date 31.07.2014)</b> <b>OR</b>	DE1N 34	8	7	1
IT in Business: Databases	F84X 34	8	7	1
<b>Optional (0 to 1 credit needed)</b>				
Employment Experience 1 <b>OR</b>	D7HJ 34	8	7	1
Work Experience	DV0M 34	8	7	1