

SUPPORT SERVICES IN HEALTH CARE (HEALTH RECORDS AND PATIENT ADMINISTRATION) Level 2

NVQ code: Q5000114

Please refer to the Edexcel NVQ Portfolio - Accreditation Listing on the Edexcel website for the current accreditation expiry date for these NVQ units

Type of unit	Unit Code	Unit Title
Mandatory	U1028692	Foster people's equality, diversity and rights
Mandatory	U1028704	Contribute to the effectiveness of work teams
Mandatory	U1028695	Promote, monitor and maintain health, safety and security in the workplace
Mandatory	U1053838	Give customers a positive impression of yourself and your organisation
Optional	U1028698	Support and control visitors to services and facilities
Optional	U5000986	Transport supplies of physical resources within the work area
Optional	U1028699	Receive, transmit, store and retrieve information
Optional	U5000019	Support the use of information technology
Optional	U5000006	Distribute and dispatch mail
Optional	U5000995	Administer patient appointments
Optional	U5000011	Record, store and supply information using a paper-based filing system
Optional	U5000012	Enter, retrieve and print data in a database
Optional	U5000996	Provide authorised access to records
Optional	U5000997	Protect records
Optional	U5000998	Maintain the arrangements of records
Optional	U5000999	Administer the current records system

Minimum units required:

All four Mandatory Units and four Optional Units are required for successful completion of this NVQ.