



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Archive							
Course Code		TS211		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	44 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		To give the knowledge and skills for archiving an institutional document by scientific methods to reach to the document as soon as possible and demolish the document legally.							
Course Content		Information, information management and its organizational importance, document management, its importance and purpose, electronic document and its features, the process of document, the usage and sorts of forms, filing and its importance, establishment of file systems, standard filing plan, organization of filing services, file editing systems, their features and areas of usage, techniques and process of archiving, digital archives.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Hanife Gül BOZKURT							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	İslam Y. , Dosyalama Ve Arşivleme Teknikleri , Ankara, 2011
2	Altınöz, M. Dosya ve Arşiv Yönetimi. Nobel Yayın Dağıtım, Ankara, 2009.
3	Demir R. , Dosyalama Teknikleri ve Dokümantasyon, 2004

Week	Weekly Detailed Course Contents	
1	Theoretical	Information, Information management, Institutional importance of information
2	Theoretical	Importance and purpose of document management, electronic document
3	Theoretical	Definition + Process of document, Registration and document management
4	Theoretical	The process of document
5	Theoretical	Forms and usage of forms, Sort of forms, Electronic form
6	Theoretical	Filing - Importance and purpose of filing
7	Theoretical	Establishment of filing system
8	Intermediate Exam	vize
9	Theoretical	Standard file plan. Standard file plan of the Ministry of Health
10	Theoretical	Organization of filing services
11	Theoretical	Filing systems
12	Theoretical	Physical features of archives - The process and techniques of archiving
13	Theoretical	Digital archives
14	Theoretical	Digital archives
15	Theoretical	Digital archives

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Final Examination	1	1	1	2
Total Workload (Hours)				44
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Explains the concept of filing and archiving.
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2	Monitors the flow of institutional and non-institutional documents.
3	Applies the standard file plan.
4	Identifies the process of document handling.
5	Produced and provides document filed electronic media.
6	Explains the organization of file services.
7	Applies the methods of archiving.

Programme Outcomes (Medical Documentation and Secretarial Practices)

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5	L6	L7
P1	1	1	1	1	1	1	1
P2	1	1	1	1	1	1	1
P3	1	1	1	1	1	1	1
P4	5	5	5	5	5	5	5
P5	2	2	2	2	2	2	2
P6	2	2	2	2	2	2	2
P7	2	2	2	2	2	2	2
P8	2	2	2	2	2	2	2
P9	2	2	2	2	2	2	2
P10	5	5	5	5	5	5	5
P11	3	3	3	3	3	3	3
P12	4	4	4	4	4	4	4
P13	5	5	5	5	5	5	5
P14	5	5	5	5	5	5	5
P15	5	5	5	5	5	5	5
P17	5	5	5	5	5	5	5

