



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Documentation I							
Course Code		TS101		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	101 (<i>Hours</i>)	Theory	4	Practice	0	Laboratory	0
Objectives of the Course		To make definitions of data, information, documents, documents, medical documents and documentation. Definition of the archives in the health institutions and organizations that have professional practice areas, to understand the architectural features, organization structures. To ensure that the documents produced by the institution are filed and archived by scientific methods so that the documents can be accessed as soon as possible and the information and skills necessary for the destruction of the document on the legal framework can be obtained.							
Course Content		It is to acquire knowledge and skills in the fields of data, information, documents, medical documents and documentation, patient registration, patient file, precaution, usage area, contents, patient file archives, archives importance, architectural structure and properties. Information management, information management and organizational importance, document management, importance and purpose, electronic document and its features, document process, form types and usage, establishment of filing, preliminary and filing systems, standard file plan, organization of filing services, file editing systems and areas of use, archival techniques and processes, and digital archives.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Perihan ÖGDÜM							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Tıbbi Dokümantasyon ve Tıbbi Arşivler, Ali Erkan Balcı, Dokuz Eylül Üniversitesi, 2001
2	Tıbbi Dokümantasyon, Prof.Dr.Kadir Sümbüloğlu, Doç.Dr.Vildan Sümbüloğlu
3	Tıbbi Dokümantasyon, Prof.Dr.Adil Artukoğlu
5	Kalite Yönetim Sistemi Dökümantasyon Eğitimi Notları, Dokuz Eylül Üniversitesi Kalite Ve Mükemmellik

Week	Weekly Detailed Course Contents	
1	Theoretical	Concepts related to medical documentation. History of medical and medical documentation
2	Theoretical	Basic characteristics of medical documents, coverage of medical records, use of medical records and major users
3	Theoretical	Creation, organization, storage and submission of medical records
4	Theoretical	Numbering and sorting of patient files, indexes used in patient file archives
5	Theoretical	Numbering and sorting of patient files, indexes used in patient file archives
6	Theoretical	Patient files archive, organization models and architectural features, sections and functions of patient file archives
7	Theoretical	Filing, purpose and importance of filing, establishment of filing system
8	Theoretical	Standard file plan, Ministry of Health standard file plan, organization of filing services
9	Intermediate Exam	Midterm
10	Theoretical	Filing systems I
11	Theoretical	Filing systems II
12	Theoretical	Departments of archives and their functions
13	Theoretical	Digital archives I
14	Theoretical	Digital archives II
15	Theoretical	Examination of the State Archives Regulation
16	Theoretical	Examination of the State Archives Regulation



Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	4	84
Individual Work	7	0	1	7
Midterm Examination	1	3	2	5
Final Examination	1	3	2	5
Total Workload (Hours)				101
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Data, information, documents, documentation, medical documentation and documentation, patient file, patient file archive concepts are used. Recognize the importance of medical information and documents.
2	The patient creates a record. It explains the importance of patient files and their areas of use. Patient files reveal archives, features of archives and architectural structures.
3	Explain concepts related to filing and archiving. It monitors the internal and external document flow.
4	Apply standard file plan. The document recognizes the transaction process.
5	Produce and filing documents in electronic environment.
6	Describes the organization of file services. It implements archiving methods.

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
P1	1	1	1	1	1	1
P2	5	5	5	5	5	5
P3		1	1	1	1	1
P4	4	3	3	3	3	3
P5	4	4	4	4	4	4
P6	3	3	3	3	3	3
P7	3	3	3	3	3	3
P8	4	4	4	4	4	4
P9	4	4	4	4	4	4
P10	5	5	5	5	5	5



P11	4	4	4	4	4	4
P12	5	5	5	5	5	5
P13	5	5	5	5	5	5
P14	5	5	5	5	5	5
P15	5	5	5	5	5	5
P17	5	5	5	5	5	5

