# AYDIN ADNAN MENDERES UNIVERSITY
# COURSE INFORMATION FORM

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|---|---|---|---|---|---|---|---|---|---|
| Course Title | Medical Documentation II | | | | | | | | |
| Course Code | TS102 | | Couse Level | Short Cycle (Associate's Degree) | | | | | |
| ECTS Credit | 6 | Workload | 154 *(Hours)* | Theory | 4 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | The effect of the medical record and documentation period on the quality of health care services, the qualitative and quantitative analysis of the documents used in the health institutions and the development of the documents are the ways of getting students. The collection of medical data, the registration of the data, the rules concerning the process of work and the legal regulations are to gain students. | | | | | | | | |
| Course Content | Formation of patient files, forms and schedules forming files, analysis of quality and quantity of patient files, documents used by health institutions, forms, schedules. The responsibilities of medical records include legal status, confidentiality, security and patient privacy. | | | | | | | | |
| Work Placement | N/A | | | | | | | | |
| Planned Learning Activities and Teaching Methods | Explanation (Presentation), Discussion, Individual Study | | | | | | | | |
| Name of Lecturer(s) | | | | | | | | | |

| Assessment Methods and Criteria | | |
|---|---|---|
| Method | Quantity | Percentage (%) |
| Midterm Examination | 1 | 40 |
| Final Examination | 1 | 60 |

| Recommended or Required Reading | |
|---|---|
| 1 | Artukoğlu, M. Adil, Kaplan A., Yılmaz A., Tıbbi Dokümantasyon; Türk Sağlık Eğitim Vakfı, 2002. |
| 2 | Sümbüloğlu K., Sümbüloğlu V., Tıbbi Dokümantasyon, Ankara, 2002. |
| 3 | Balcı Erkan A., Tıbbi Dokümantasyon ve Tıbbi Arşivler, Dokuz Eylül Üniversitesi, 2001. |
| 4 | Sağlık Bakanlığı, ?Yataklı Tedavi Kurumları Tıbbi Kayıt ve Arşiv Hizmetleri Yönergesi?, 2001. |
| 5 | HUFFMAN, E., Medical Record Management, Bervyn,Illnois, 1985. |
| 6 | SHURKA, M., Health Information Management in Hospitals, (American Hospital Publishing Inc, 1994. |

| Week | Weekly Detailed Course Contents | |
|---|---|---|
| 1 | Theoretical | Basic rules and methods of medical documentation |
| 2 | Theoretical | Effect of medical documentation on health services |
| 3 | Theoretical | Examination of documents used in health institutions. |
| 4 | Theoretical | Examination of documents used in health institutions. |
| 5 | Theoretical | Standardization of patient files, preparation of file summaries |
| 6 | Theoretical | Borrowing and receiving patient Files, Removing, Preventing Placement Errors |
| 7 | Theoretical | Borrowing and receiving patient Files, Removing, Preventing Placement Errors |
| 8 | Theoretical | Patient records in institutions and organizations providing preventive and primary care services; Family Health Centers, Oral and Dental Health Centers, Family Planning and Mother and Child Health Centers, Public Health Institution |
| 9 | Intermediate Exam | MIDTERM |
| 10 | Theoretical | Patient records in institutions and organizations providing preventive and primary care services; Family Health Centers, Oral and Dental Health Centers, Family Planning and Mother and Child Health Centers, Public Health Institution |
| 11 | Theoretical | Qualitative and quantitative analysis of medical documents in health institutions |
| 12 | Theoretical | Standards on the protection and storage of documents in a health facility |
| 13 | Theoretical | Development methods of documents used in health institutions |
| 14 | Theoretical | Relationship between document management and corporate information |
| 15 | Theoretical | Analysis of administrative documents in health institutions |
| 16 | Theoretical | Analysis of administrative documents in health institutions |

| Workload Calculation | | | | |
|---|---|---|---|---|
| Activity | Quantity | Preparation | Duration | Total Workload |
| Lecture - Theory | 14 | 2 | 4 | 84 |

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|---|---|---|---|---|
| Assignment | 10 | 4 | 2 | 60 |
| Midterm Examination | 1 | 3 | 2 | 5 |
| Final Examination | 1 | 3 | 2 | 5 |
| | | | Total Workload (Hours) | 154 |
| | | | [Total Workload (Hours) / 25*] = **ECTS** | 6 |
| **25 hour workload is accepted as 1 ECTS* | | | | |

| **Learning Outcomes** | |
|---|---|
| 1 | Recognizes the effect of medical records on the quality of health care services. |
| 2 | Insure security and privacy of data. tender documents to user |
| 3 | Know patient files and complete its deficiencies. |
| 4 | It makes qualitative and quantitative analysis of patient files. |
| 5 | The student gets medical data, analyzes the data. |
| 6 | Keeps the data and provides it in case of need. |
| 7 | Applies the legal provisions related to the data. |

| **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 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P5 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P6 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P7 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P8 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P9 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| P10 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P11 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| P12 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P13 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P14 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |

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|---|---|---|---|---|---|---|---|
| P15 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P17 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| P18 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |