



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

| | | | | | | | | | |
|--|---|---|----------------------|--|---|----------------------------------|---|------------|---|
| Course Title | | Health Record Systems | | | | | | | |
| Course Code | | TS104 | | Course Level | | Short Cycle (Associate's Degree) | | | |
| ECTS Credit | 5 | Workload | 126 (<i>Hours</i>) | Theory | 4 | Practice | 0 | Laboratory | 0 |
| Objectives of the Course | | International coding and classification of diseases and operations Explain the purpose and use of ICD-10 to the students | | | | | | | |
| Course Content | | To recognize and use IT systems Patient entry records Entering the patient tests to the programme medical registration systems | | | | | | | |
| Work Placement | | N/A | | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | Explanation (Presentation), Discussion, Individual Study | | | | | |
| Name of Lecturer(s) | | Ins. Ali ALU | | | | | | | |

Assessment Methods and Criteria

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

Recommended or Required Reading

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| 1 | ICD-10 sağlık bakanlığı yayını |
|---|--------------------------------|

| Week | Weekly Detailed Course Contents | |
|------|---------------------------------|--|
| 1 | Theoretical | Definition of ICD, history, varieties |
| 2 | Theoretical | ICD-10 sections |
| 3 | Theoretical | Tabular list and use |
| 4 | Theoretical | Alphabetical index and features |
| 5 | Theoretical | Alphabetical index of diseases |
| 6 | Theoretical | Injury characteristics |
| 7 | Theoretical | External causes of injury |
| 8 | Theoretical | medicines chemicals table |
| 9 | Intermediate Exam | Midterm |
| 10 | Theoretical | Rules for the use of alphabetical index |
| 11 | Theoretical | Brackets |
| 12 | Theoretical | NEC (Not coded elsewhere) Cross-references |
| 13 | Theoretical | NEC (Not coded elsewhere) Cross-references |
| 14 | Theoretical | Practice I |
| 15 | Theoretical | Application activity II |

Workload Calculation

| Activity | Quantity | Preparation | Duration | Total Workload |
|---|----------|-------------|----------|----------------|
| Lecture - Theory | 14 | 2 | 4 | 84 |
| Seminar | 8 | 3 | 1 | 32 |
| Midterm Examination | 1 | 3 | 2 | 5 |
| Final Examination | 1 | 3 | 2 | 5 |
| Total Workload (Hours) | | | | 126 |
| [Total Workload (Hours) / 25*] = ECTS | | | | 5 |
| *25 hour workload is accepted as 1 ECTS | | | | |



Learning Outcomes

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|---|--|
| 1 | To be able to keep, organize and report patient recordings in both electronical and classical environment. |
| 2 | To be able to make all the records of the hospital's classical environment. |
| 3 | To be able to arrange patient files. |
| 4 | To be able to report about the patient to the doctor. |
| 5 | Students will be able to list the classification of diseases and coding systems, the stages of coding and evaluate the factors affecting coding quality. |
| 6 | Examine the content, structure of health records, use data collection rules and methods to ensure data quality. |

Programme Outcomes (*Medical Documentation and Secretarial Practices*)

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|----|---|
| 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 |
|-----|----|----|----|----|----|----|
| P2 | 3 | 3 | 3 | 3 | 3 | 3 |
| P3 | 2 | 2 | 2 | 2 | 2 | 2 |
| P4 | 5 | 5 | 5 | 5 | 5 | 5 |
| P5 | 3 | 3 | 3 | 3 | 3 | 3 |
| P6 | 2 | 2 | 2 | 2 | 2 | 2 |
| P7 | 3 | 3 | 3 | 3 | 3 | 3 |
| P8 | 5 | 5 | 5 | 5 | 5 | 5 |
| 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 | 3 | 3 | 3 | 3 | 3 | 3 |
| P14 | 3 | 3 | 3 | 3 | 3 | 3 |
| P15 | 2 | 2 | 2 | 2 | 2 | 2 |
| P17 | 5 | 5 | 5 | 5 | 5 | 5 |
| P18 | 3 | 3 | 3 | 3 | 3 | 3 |

