AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Medical Documentation III								
Course Code	TS201		Couse Level		Short Cycle (Associate's Degree)				
ECTS Credit	6	Workload	154 *(Hours)*	Theory	4	Practice	0	Laboratory	0
Objectives of the Course	To teach the factors affecting the quality of medical records, the continuity of medical records in medical procedures and the role of patient safety and its effect on payment systems. In the health facility, the process of managing the document from the production to the storage is managed, thereby preventing unnecessary document production and providing efficient use of To give information about organizational structure and corporate culture in health institutions and to provide information about office activities, ergonomics, business analysis.								
Course Content	Factors affecting the quality of medical records are the use of medical records in health care and the production of health statistics.								
Work Placement	N/A								
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Individual Study								
Name of Lecturer(s)	Ins. Hanife Gül BOZKURT								

Prerequisites & Co-requisities	
Co-requisitie	TS205

Assessment Methods and Criteria		
Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading	
1	Roy Rada Information Systems and Healthcare Enterprises 2007
2	Büro Yönetimi ve Yönetici Sekreterliği Yazar: Nihat Aytürk
3	Sağlık Bakanlığı, Arşiv Mevzuatı Usul ve Esasları, Ankara, 1998.
4	Prof.Dr. Kadir Sümbüloğlu ?Tıbbi Dokümantasyon?
5	HUFFMAN, Edna. Medical Record Management, Bervyn,Illnois, 1985.

Week	**Weekly Detailed Course Contents**	
1	Theoretical	Basic concepts related to document management
2	Theoretical	The development and purpose of document management
3	Theoretical	Functions of document management
4	Theoretical	Relationship between document management and corporate information
5	Theoretical	Ensuring that medical records communicate with healthcare professionals
6	Theoretical	Medical statistical applications of health institutions and organizations
7	Theoretical	Organizational Theories and Management of Health Institutions
8	Theoretical	Teamwork and Conflict Management in Health Institutions
9	Intermediate Exam	Midterm
10	Theoretical	Administration, administrator, office administration and office administrator Making work scheme in offices
11	Theoretical	Organization, organization rules and organization of offices Organizational charts
12	Theoretical	Function and position schemes Simplifying work and efficiency
13	Theoretical	Principles of using and developing forms in offices
14	Theoretical	Time Management in Organizational flexibility and New Approaches related to the Concept of Time Management, Compliance of Ergonomics and Time Management to Technology and Change, and Case Studies
15	Theoretical	Time Management in Organizational flexibility and New Approaches related to the Concept of Time Management, Compliance of Ergonomics and Time Management to Technology and Change, and Case Studies

16	Preparation Work	Exam preparation

Workload Calculation				
Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	2	4	84
Assignment	10	4	2	60
Midterm Examination	1	4	1	5
Final Examination	1	4	1	5
			Total Workload (Hours)	154
			[Total Workload (Hours) / 25*] = **ECTS**	6
**25 hour workload is accepted as 1 ECTS*				

Learning Outcomes	
1	Patient is responsible for security, privacy
2	Know and apply the role of patient information in legal practice. Documentation also acquires the concept of quality
3	Know the correspondences with other institutions and the characteristics of the used documents. Understand the importance of national health records
4	Acquire the medical secretary's legal responsibilities on Documentation
5	Explain the basic concepts of document and management.
6	Give examples of document types
7	Recognizes the stages and functions of document management in healthcare organizations.
8	Analyze administrative documents in health institutions.
9	Makes qualitative and quantitative analysis of medical documents in health institutions.
10	Documents in health facilities are archives in accordance with legal requirements.
11	Recognizes e-document management in health institutions.

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	L8	L9	L10	L11
P1	1	1	1	1	1	1	1	1	1	1	1
P2	3	3	3	3	3	3	3	3	3	3	3
P3	2	2	2	2	2	2	2	2	2	2	2
P4	4	4	4	4	4	4	4	4	4	4	4

P5	5	5	5	5	5	5	5	5	5	5	5
P6	3	3	3	3	3	3	3	3	3	5	5
P7	3	3	3	3	3	3	3	3	3	5	5
P8	3	3	3	3	3	3	3	3	3	3	3
P9	3	3	3	3	3	3	3	3	3	3	3
P10	4	4	4	4	4	4	4	4	4	4	4
P11	3	3	3	3	3	3	3	3	3	3	3
P12	5	5	3	3	3	3	3	3	3	3	3
P13	5	5	3	3	3	3	3	3	3	3	3
P14	5	5	3	3	3	3	3	3	3	3	3
P15	5	5	3	3	3	3	3	3	3	3	3
P17	5	5	3	3	3	3	3	3	3	3	3
P18	4	4	4	4	4	4	4	4	4	4	4