



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Hospital Information Management Services II							
Course Code		TS202		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	76 (<i>Hours</i>)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Effective use of hospital information management systems error-free operation of business processes, to develop quick and accurate decision-making behaviors.							
Course Content		Learning Hospital Information Management Systems Ability to use automation systems for workflows							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), 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

1	Course notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	Hospitals Processes
2	Theoretical	Patient Registration and Acceptance Procedures
3	Theoretical	Appointment Procedures
4	Theoretical	Rights Ownership Transactions
5	Theoretical	Polyclinic process
6	Theoretical	Consultation Procedures
7	Theoretical	Policlinic Investigation Procedures (Laboratory)
8	Intermediate Exam	Midterm
9	Theoretical	Policlinic Investigation (Radiology)
10	Theoretical	Clinical Processes
11	Theoretical	Pharmacy Operations
12	Theoretical	Emergency Service, Hemodialysis and Kann Bank Transactions
13	Theoretical	Administrative Operations, Personnel Management
14	Theoretical	Purchasing Processes and Transactions
15	Theoretical	Policlinic Investigation (Radiology)

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	3	2	70
Midterm Examination	1	2	1	3
Final Examination	1	2	1	3
Total Workload (Hours)				76
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To be able to learn Hospital Information Management Systems
2	To be able to use automation systems for workflows
3	To be able to learn the effects of Hospital Information Management Systems on stakeholder



4	Polyclinic and clinical procedures can do.
5	Learn the general features of Hospital Information Management Systems

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
P1	1	1	1	1	1
P2	4	4	4	4	4
P3	1	1	1	1	1
P4	4	4	4	4	4
P8	4	4	4	4	4
P9	4	4	4	4	4
P10	4	4	4	4	4
P11	5	5	5	5	5
P12	5	5	5	5	5
P13	4	4	4	4	4
P15	5	5	5	5	5
P17	5	5	5	5	5

