



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Documentation IV							
Course Code		TS212		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	4	Practice	0	Laboratory	0
Objectives of the Course		Has knowledge and skills about the types of official documents in medical documents and health institutions. All kinds of correspondence made in institutions to gain knowledge and ability to do effectively. Work analysis, time management, stress management will gain competencies about patient relationships. Medical secretary acquires work and function equipment.							
Course Content		Communication, Communication between individuals, Organizational communication, official correspondence rules and the importance of official communication in corporate communication, document types and correspondences used in public and private enterprises, written communication, the importance of the writer in corporate communication, the legal basis of official letters, regulations on correspondence rules, sections of official writing, business letters in public and private businesses, types of documents and correspondence used in public and private businesses, petitions, right to information, signature and electronic signature.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case 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	Örgütsel Davranış Örgüt ve Birey Prof. Dr. Azize Ergeneli Mart 2018
2	Örgütsel İletişim Etkinliği Ali Abbas Eyyüpoğlu Ocak 2018
3	Sağlık Çalışanlarının İletişimi Marziye İlhan Şubat 2017
4	Sağlık Hizmetlerinde İletişim Akif Ergin Ocak 2011
5	Büro Yönetimi ve İletişim Teknikleri Hasan Tutar Şubat 2017
6	Büro Yönetimi ve Organizasyonu Ramazan Göral Aralık 2015
7	Mesleki Yazışma ve Yazışma Teknikleri, Musa Küçük, Haziran 2017
9	Tıp Sekreterliği Dilaver Tengilimoğlu, Aysel Köksal Eylül 2016

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to Communication Skills in Medical Secretariat
2	Theoretical	Concepts of Communication and Communication Theories, Interpersonal communication and communication skills
3	Theoretical	Communication skills in health, social communication in health
4	Theoretical	Organizational communication and manager, Nonverbal communication,
5	Theoretical	Written communication
6	Theoretical	Legal basis of official writings and basic rules to be followed in writing, features of the writings in terms of form and content, rules to be followed, features of an active official writing
7	Theoretical	Regulation on the official correspondence rules of the Prime Ministry, Business articles in public and private enterprises
8	Theoretical	The importance of the consultant in terms of businesses, types of documents and correspondence used in public and private enterprises
9	Intermediate Exam	Midterm
10	Theoretical	Types of documents and correspondence used in public and private enterprises, Petition, right to obtain information and obtaining information law and practices, Signature, legal aspects of signature, electronic signature, resume
11	Theoretical	Relation between Ergonomics and Time, Concept and Scope of the time, Time Management in Organization, Time-based competition
12	Theoretical	Behavior and Methods providing effective use of time distribution technique
13	Theoretical	Suggestions for Success in Time Management, Meeting Management, Leisure Guides



14	Theoretical	Secretary concepts related to secretarial profession in the world and Turkey, the importance of administrative assistants
15	Theoretical	Types of Secretariat, Characteristics of personality of secretary, Precaution of secretary profession in business life, Professional characteristics of secretary, Conversation rules on phone, Protocol rules, Meetings and meeting management
16	Theoretical	Types of Secretariat, Characteristics of personality of secretary, Precaution of secretary profession in business life, Professional characteristics of secretary, Conversation rules on phone, Protocol rules, Meetings and meeting management

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	4	56
Assignment	9	4	0	36
Midterm Examination	1	2	2	4
Final Examination	1	2	2	4
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	At the end of this course, students are expected to understand the basic concepts of ergonomics and time management, efficient use of time for managers and employees in the workplace, demonstration of high quality and high performance, the concept and scope of time, and understand the concept of time management in organizations
2	To be able to describe the properties of an active picture post. It explains the institutional importance of written communication. The official correspondence rules apply. It makes various official correspondence and business letters effective.
3	To be able to recognize the characteristics of yourself and others, distinguish effective communication in business environment.
4	Communication process, communication theories, communication methods, verbal, nonverbal, written communication, organizational communication, presentation techniques are equipped.
5	Has the knowledge and skills of secretarial services and secretarial skills and protocol rules.

### 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	2	2	2	2	2



P3	2	2	2	2	2
P4	5	5	5	5	5
P5	5	5	5	5	5
P6	5	5	5	5	5
P7	5	5	5	5	5
P8	5	5	5	5	5
P9	5	5	5	5	5
P10	5	5	5	5	5
P11	3	3	3	3	3
P12	5	5	5	5	5
P13	5	5	5	5	5
P14	5	5	5	5	5
P15	5	5	5	5	5
P17	5	5	5	5	5

