



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Secretary Practices II							
Course Code		TS214		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	9	Workload	227 (Hours)	Theory	0	Practice	8	Laboratory	0
Objectives of the Course		To reinforce the theoretical knowledge of the students with the applications of hospitals and patients.							
Course Content		Full-time internship in Adnan Menderes University Research and Practice Hospital under the supervision of the responsible lecturers in total 14 working days.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Term Assignment	1	40
Practice Examination	1	60

Recommended or Required Reading

1	Ders notları
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Week	Weekly Detailed Course Contents	
1	Practice	Hospital practice
2	Practice	Hospital practice
3	Practice	Hospital practice
4	Practice	Hospital practice
5	Practice	Hospital practice
6	Practice	Hospital practice
7	Practice	Hospital practice
8	Practice	Hospital practice
9	Practice	Hospital practice
10	Practice	Hospital practice
11	Practice	Hospital practice
12	Practice	Hospital practice
13	Practice	Hospital practice
14	Practice	Hospital practice
15	Practice	Practice Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Practice	14	1	8	126
Assignment	14	5	2	98
Practice Examination	1	1	2	3
Total Workload (Hours)				227
[Total Workload (Hours) / 25*] = ECTS				9

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	To learn the applications of medical secretary department and patient index department.
2	To learn communication and medical research department applications.
3	To learn coding section applications.
4	To learn clinic and administrative department applications.



5	To gain experience in patient relations
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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	2
P2	2	2	2	2	3
P3	2	2	2	2	3
P4	3	3	3	3	3
P5	3	3	3	3	3
P6	4	4	4	4	4
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	5	5	5	5	5
P10	5	5	5	5	5
P11	5	5	5	5	5
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

