



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Summer Internship							
Course Code		TS500		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 ( <i>Hours</i> )	Theory	0	Practice	2	Laboratory	0
Objectives of the Course		It aims to obtain basic information about the documents and to get medical secretaries to comprehend the responsibilities about documentation.							
Course Content		To provide information about medical documentation applications in health institutions.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Case Study, Individual Study					
Name of Lecturer(s)									

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Practice	1	100

### Recommended or Required Reading

1	Regulations and Guidelines
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Week	Weekly Detailed Course Contents	
1	Practice	Professional practices
2	Practice	Professional practices
3	Practice	Professional practices
4	Practice	Professional practices
5	Practice	Professional practices
6	Practice	Professional practices
7	Practice	Professional practices
8	Practice	Professional practices
9	Practice	Professional practices
10	Practice	Professional practices
11	Practice	Professional practices
12	Practice	Professional practices
13	Practice	Professional practices
14	Practice	Professional practices
15	Practice	Professional practices

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Practice	20	3	2	100
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	To be able to use the terminology in the field of professional .
2	To be able to show the knowledge and skills required by the profession during implementation.
3	To be able to carry out the rules of professional ethics and morality, and to perform its responsibilities.
4	To be able to use the right techniques in communication with colleagues and individuals in a team.
5	After the practicum, students are expected to be able to plan services in information centers, evaluate the systems used and services provided, and discuss the problems and bring forth proposals to solve them.



**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	3	4	3	1	1
P2	5	2	5	1	1
P3	1	2	3	5	4
P4	1	5	3	5	4
P5	1	5	3	5	4
P6	1	5	3	5	4
P7	1	5	3	5	4
P8	1	5	4	5	5
P9	5	5	4	5	4
P10	1	4	4	4	5
P11	1	4	3	4	4
P12	1	4	3	4	5
P13	1	4	2	4	5
P14	1	4	2	3	5
P15	1	4	2	4	5

