



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Medical Secretary Practices I							
Course Code		TS205		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	6	Workload	151 ( <i>Hours</i> )	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				Demonstration, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Ali ALU, Ins. Hanife Gül BOZKURT, Ins. Perihan ÖĞDÜM							

### Assessment Methods and Criteria

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

### Recommended or Required Reading

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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	4	4	1	20
Practice Examination	1	1	4	5
Total Workload (Hours)				151
[Total Workload (Hours) / 25*] = ECTS				6

\*25 hour workload is accepted as 1 ECTS

### Learning Outcomes

1	Practice in department of medical secretaries and patient indexes
2	Practice in communication and medical research
3	Practical application in the coding section
4	Clinical and administrative practice



5	practical application in patient relationships
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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	1
P2	2	2	2	2	2
P3	1	1	1	1	1
P4	5	5	5	5	5
P5	1	1	1	1	1
P6	1	1	1	1	1
P7	1	1	1	1	1
P8	3	3	3	3	3
P9	3	3	3	3	3
P10	5	5	5	5	5
P11	5	5	5	5	5
P12	5	5	5	5	5
P13	2	2	2	2	2
P14	2	2	2	2	2
P15	3	3	3	3	3
P17	5	5	5	5	5
P18	5	5	5	5	5

