AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Health Management						
Course Code	TS204		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Get students watching national and international developments about health care management. Increase occupatinonal skills in this area.						
Course Content	Definition of health services, application of health care in Turkey and world developments. Actors which roled in health care sector.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods			Explanation (Presentation), Discussion, Individual Study				
Name of Lecturer(s)	Ins. Ali ALU, Ins. İshak DOĞAN						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Ders kitabı, yardımcı kitap ve diğer kaynaklar
2	Prof. Dr. Dilaver TENGİLİMOĞLU Sağlık İşletmeleri Yönetimi
3	Marica Horowitz Health Care Management Ferguson Career Launcher 2010

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to healthcare management
2	Theoretical	Healthcare management in Turkey and world
3	Theoretical	Fundamentals of healthcare management
4	Theoretical	Organizational charts – Distribution of tasks in businesses
5	Theoretical	Task analysis
6	Theoretical	Task description
7	Intermediate Exam	midterm
8	Theoretical	Orientation of the new staff member
9	Theoretical	In-Service Training, Education Issues Determination
10	Theoretical	Staff Evaluation – Evaluation forms
11	Theoretical	Problem solving - Decision-making
12	Theoretical	Time management – Crisis management – Currency management
14	Theoretical	Professional responsibilities
15	Final Exam	Medline

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Midterm Examination	1	2	2	4
Final Examination	1	2	2	4
			Total Workload (Hours)	50
			[Total Workload (Hours) / 25*] = **ECTS**	2

25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Tell historical past of health care services organizations and functions.
2	Describe Turkey's health care organization and managerial structure.
3	TEll the factors which effect use of health care service

4	Know national and international organizations about health care
5	To be able to learn the basic measurement and evaluation tests

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	3	3	3	3
P2	4	4	4	4	4
P3	2	2	2	2	2
P4	3	3	3	3	3
P5	2	2	2	2	2
P6	1	1	1	1	1
P7	3	3	3	3	3
P8	1	1	1	1	1
P9	2	2	2	2	2
P10	4	4	4	4	4
P11	5	5	5	5	5
P12	5	5	5	5	5
P13	4	4	4	4	4
P14	2	2	2	2	2
P15	1	1	1	1	1
P16	1	1	1	1	1
P17	1	1	1	1	1
P18	2	2	2	2	2