

Vocational School / Medical Documentation and Secretariat
2023 - 2024 Academic Year
MEDICAL DOCUMENTATION II
Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
MEDICAL DOCUMENTATION II	TDS1226700	Spring Semester	2+0	2	4
Prerequisites Courses					
Recommended Elective Courses					
Language of Instruction	Turkish				
Course Level	Short Cycle (Associate's Degree)				
Course Type	Required				
Course Coordinator	Lect. Faruk AYDIN				
Name of Lecturer(s)	Lect. Kübra TEKE KAYNARCA				
Assistant(s)					
Aim	To discuss medical documentation and archives, to examine disease classification and registration systems, and to reveal the duties and responsibilities of the medical secretary in this field.				
Course Content	This course contains; Secretarial Profession and the Historical Development of the Occupation, Classification of Secretaries, Secretariat Services and its Qualifications, Medical Secretariat and Duties in Health Institutions, The Place of the Medical Secretary in the Healthcare Team and Its Importance, Principles of Medical Secretarial Profession I, Principles of Medical Secretarial Profession II, Medical Secretary Training, Medical Secretary and Professional Principles in Legislation, Ethics in Secretarial Services, Protocol Rules, Etiquette Rules, Correspondence Types, Official Writings, File Classification Systems, Effective Communication and Body Language in the Secretariat, Secretariat and Document Management.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Realizes official correspondences.			10, 16, 9	A	
Records medical reports.			10, 16, 9	A	
Uses communication and body language effectively.			10, 9	A	
Applies document management correctly and effectively.			16, 9	A	
Teaching Methods	10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method				
Assessment Methods	A: Traditional Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	Secretarial Profession and the Historical Development of the Occupation	Reading lecture note			
2	Classification of Secretaries	Reading lecture note			
3	Secretariat Services and its Qualifications	Reading lecture note			
4	Medical Secretariat and Duties in Health Institutions	Reading lecture note			
5	The Place of the Medical Secretary in the Healthcare Team and Its Importance	Reading lecture note			
6	Principles of Medical Secretarial Profession I	Reading lecture note			
7	Principles of Medical Secretarial Profession II	Study			
8	Medical Secretary Training	Reading lecture note			
9	Medical Secretary and Professional Principles in Legislation	Reading lecture note			
10	Ethics in Secretarial Services	Reading lecture note			
11	Protocol Rules, Etiquette Rules, Correspondence Types	Reading lecture note			
12	Official Writings, File Classification Systems	Reading lecture note			
13	Effective Communication and Body Language in the Secretariat	Reading lecture note			
14	Secretariat and Document Management	Reading lecture note			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
1. Tıbbi Dokümantasyon ve Sekreterlik / Prof.Dr. Aylanur ATAĞLI, Yard.Doç.Dr. Aslan KAPLAN / Güneş Tıp Kitabevleri, Ankara, 2016 2. Tıp Sekreterliği / Prof.Dr.Dilaver TENĞİLİMİOĞLU- Öğr.Gör.Uzm.Aysel KÖKSAL / Seçkin Yayıncılık, 4.Baskı, Ankara, 2016.