

**Vocational School / Medical Documentation and Secretariat**

**2022 - 2023 Academic Year**

**MEDICAL DOCUMENTATION I**

**Syllabus**

<b>Course Description</b>					
<b>Name</b>	<b>Code</b>	<b>Semester</b>	<b>T+A Hour</b>	<b>Credit</b>	<b>ECTS</b>
MEDICAL DOCUMENTATION I	TDS1126600	Fall Semester	2+0	2	4
<b>Prerequisites Courses</b>					
<b>Recommended Elective Courses</b>					
<b>Language of Instruction</b>	Turkish				
<b>Course Level</b>	Short Cycle (Associate's Degree)				
<b>Course Type</b>	Required				
<b>Course Coordinator</b>	Lect. Faruk AYDIN				
<b>Name of Lecturer(s)</b>	Lect. Çağlayan KAVGAOĞLU				
<b>Assistant(s)</b>					
<b>Aim</b>	The aim of the course is to analyze the characteristics, registration, protection and use of medical documents and to state the roles and responsibilities of medical secretaries.				
<b>Course Content</b>	This course contains; 1. Introduction: Aim of the course and lecture plan, 2. General Concepts: Document, Documentation, Medical Document and Documentation, 3. Historical evolution and general characteristics of medical documents, 4. Significance and use of patient files, 5. Scope and organization of patient files: confidentiality and ownership issues, 6. Assessment of documents in patient files: electronic and print forms used, 7. Concepts of archive and medical archive, 8. Planning and organization of archive services, 9. Enumeration and organization of patient files and indices used, 10. Methods of patient files enumeration, 11. Indices used and establishing file follow-up system, 12. Ministry of Health legislation regarding the management of in-patient healthcare organizations, 13. Job description and responsibilities of medical archive staff (K2 100-101, 114-118), 14. Legal aspect of patient files; General evaluation.				
<b>Course Learning Outcomes</b>				<b>Teaching Methods</b>	<b>Assessment Methods</b>
1. will be able to debate basic definitions and concepts regarding medical documents.				1, 10, 2, 3	A
1.1. perceives historical background of medical documents.				1, 10, 3	A
1.2. evaluates importance of medical documents				1, 10, 15, 2	A
1.3. discusses privacy, protection and standardization of medical documents.				1, 10, 2	A
2. will be able to debate medical documentation procedures in healthcare organizations.				1, 10, 2	A
2.1. defines medical documentation procedures in health organizations.				1, 10, 15, 2	A
2.2. organizes patient files.				1, 10, 15, 2, 3	A
2.3. establishes the archive system.				1, 10, 2	A
2.4. establishes index for patient files.				1, 10, 19, 2, 3	A
3. will be able to debate the significance of medical documentation in terms of health services.				1, 10, 2, 3	A
3.1. questions medical documentation from electronic resources and databases.				1, 10, 19, 2, 3	A
3.2. identifies legislation related to medical documentation in healthcare organizations.				1, 10, 15, 3	A
3.3. assesses the legal aspects of medical documents and information demands of stakeholders.				1, 10, 2, 3	A
<b>Teaching Methods</b>	1: Lecture, 10: Brainstorming, 15: Problem solving, 19: Concept map, 2: Question - Answer, 3: Discussion				
<b>Assessment Methods</b>	A: Written Exam				
<b>Lecture Schedule</b>					
<b>Sequence</b>	<b>Topics</b>	<b>Preliminary Preparation</b>			
1	1. Introduction: Aim of the course and lecture plan	Reading lecture note			
2	2. General Concepts: Document, Documentation, Medical Document and Documentation	Reading lecture note			
3	3. Historical evolution and general characteristics of medical documents	Reading lecture note			
4	4. Significance and use of patient files	Reading lecture note			
5	5. Scope and organization of patient files: confidentiality and ownership issues	Reading lecture note			
6	6. Assessment of documents in patient files: electronic and print forms used	Reading lecture note			
7	7. Concepts of archive and medical archive	Reading lecture note			
8	8. Planning and organization of archive services	Reading lecture note			
9	9. Enumeration and organization of patient files and indices used	Reading lecture note			
10	10. Methods of patient files enumeration	Reading lecture note			
11	11. Indices used and establishing file follow-up system	Reading lecture note			
12	12. Ministry of Health legislation regarding the management of in-patient healthcare organizations	Reading lecture note			
13	13. Job description and responsibilities of medical archive staff (K2 100-101, 114-118)	Reading lecture note			
14	14. Legal aspect of patient files; General evaluation	Reading lecture note			
<b>Evaluation Methods</b>		<b>Weight(%)</b>			
Midterm Exam		40			
General Exam		60			

<b>Resources</b>
Lecture notes, Relevant webpages Uçmaz R. Tıbbi Dokümantasyon 1, Uludağ Üniversitesi Meslek Yüksekokulu Yayınları, Bursa, 2004. Uçmaz R. Tıbbi Dokümantasyon 2, Uludağ Üniversitesi Meslek Yüksekokulu Yayınları, 2004. Prof. Dr. Adil Artukoğlu, Tıbbi Dokümantasyon Kadir Sümbüloğlu, Vildan Sümbüloğlu, Tıbbi Dokümantasyon, Somgür Yayıncılık, Ankara