

**Vocational School / Management of Health Facilities**  
**2022 - 2023 Academic Year**  
**MEDICAL DOCUMENTATION**  
**Syllabus**

| Course Description  |  |  |                         |                           |      |
|---|--|--|-------------------------|---------------------------|------|
| Name  | Code   | Semester                                 | T+A Hour                | Credit                    | ECTS |
| MEDICAL DOCUMENTATION   | SKİ2142120   | Fall Semester                            | 2+0                     | 2                         | 4    |
| <b>Prerequisites Courses</b>  |  |  |                         |                           |      |
| <b>Recommended Elective Courses</b>   | NONE   |  |                         |                           |      |
| <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. Salih ONARAN   |  |                         |                           |      |
| <b>Name of Lecturer(s)</b>  | Lect. Çağlayan KAVGAOĞLU   |  |                         |                           |      |
| <b>Assistant(s)</b>   |  |  |                         |                           |      |
| <b>Aim</b>  | To teach how to establish an archive for medical documents and show how to provide these documents to users.   |  |                         |                           |      |
| <b>Course Content</b>   | This course contains; 1.Individual Health Records and basic concepts of Medical Records,2.Significance of Medical Records,3.History of Medical Records,4.Patient Folder,5.Patient Folder Archive,6. Legal Status of Medical Records anf Patient Folders,7. Legal Status of Medical Records anf Patient Folders,8.Reports,9. International Classification of Diseases Systems,10. ICD 10,11.Health Information Systems and Information on Health Care,12.Hospital Information System,Notifiable Disease,14. General Assessment. |  |                         |                           |      |
| <b>Course Learning Outcomes</b>   |  |  | <b>Teaching Methods</b> | <b>Assessment Methods</b> |      |
| 1.Will be able to define basic definitions and concepts related to medical documents. |  |  | 1, 2                    |                           |      |
| 1.1.Explain historical background of medical documents.                               |  |  | 1, 2                    |                           |      |
| 1.2.Describe importance of medical documents.   |  |  | 1, 2                    |                           |      |
| 1.3.Describe privacy, protection and standardization of medical documents.            |  |  | 1, 14, 2                |                           |      |
| 1.4.Identify legislation about medical documentation.                                 |  |  | 1, 2                    |                           |      |
| 2.Will be able to arrange patient files.  |  |  | 1, 19                   | C                         |      |
| 3.Will be able to compare health informatics and hospital information systems.        |  |  | 1, 2                    |                           |      |
| 2.1. Arrange patient files.   |  |  |                         | C                         |      |
| 2.2. Define an archiving system.  |  |  | 1, 12, 2                |                           |      |
| 2.3. Define an index for patient files.   |  |  | 1, 2                    |                           |      |
| 2.4. List international classification systems related to disease.                    |  |  | 1, 12                   |                           |      |
| 3.1. Extract medical documentation from electronic resources and databases.           |  |  | 1, 10, 2                |                           |      |
| <b>Teaching Methods</b>   | 1: Lecture, 10: Brainstorming, 12: Case study, 14: Self-Study, 19: Concept map, 2: Question - Answer   |  |                         |                           |      |
| <b>Assessment Methods</b>   | C: Homework  |  |                         |                           |      |
| <b>Lecture Schedule</b>   |  |  |                         |                           |      |
| <b>Sequence</b>   | <b>Topics</b>  | <b>Preliminary Preparation</b>           |                         |                           |      |
| 1   | 1.Individual Health Records and basic concepts of Medical Records  | Investigation of articles on the subject |                         |                           |      |
| 2   | 2.Significance of Medical Records  | Investigation of articles on the subject |                         |                           |      |
| 3   | 3.History of Medical Records   | Investigation of articles on the subject |                         |                           |      |
| 4   | 4.Patient Folder   | Investigation of articles on the subject |                         |                           |      |
| 5   | 5.Patient Folder Archive   | Investigation of articles on the subject |                         |                           |      |
| 6   | 6. Legal Status of Medical Records anf Patient Folders   | Investigation of articles on the subject |                         |                           |      |
| 7   | 7. Legal Status of Medical Records anf Patient Folders   | Investigation of articles on the subject |                         |                           |      |
| 8   | 8.Reports  | Investigation of articles on the subject |                         |                           |      |
| 9   | 9. International Classification of Diseases Systems  | Investigation of articles on the subject |                         |                           |      |
| 10  | 10. ICD 10   | Investigation of articles on the subject |                         |                           |      |
| 11  | 11.Health Information Systems and Information on Health Care   | Investigation of articles on the subject |                         |                           |      |
| 12  | 12.Hospital Information System   | Investigation of articles on the subject |                         |                           |      |
| 13  | Notifiable Disease   | Investigation of articles on the subject |                         |                           |      |
| 14  | 14. General Assessment   | Investigation of articles on the subject |                         |                           |      |
| <b>Evaluation Methods</b>   |  | <b>Weight(%)</b>                         |                         |                           |      |
| Midterm Exam  |  | 40                                       |                         |                           |      |
| General Exam  |  | 60                                       |                         |                           |      |

| Resources   |
|---|
| Lecturer's notesÖzbabalık, D., Arslantaş,D., Arslantaş, A., Adapınar, B., Dündar, E., ÇETİNKAYA, F.(2012), Tıbbi Dokümantasyon, T.C. ANADOLU ÜNİVERSİTESİ YAYINI NO: 2495, AÇIKÖĞRETİM FAKÜLTESİ YAYINI NO: 1466<br>İMİR, Ç., Anadoludaki Sağlık Mabedleri, güncel gastroenteroloji 17/1, s:10-21<br>Artukoğlu A., Kaplan A., Yılmaz A., Tıbbi Dokümantasyon, Ankara, 2002. |