

Vocational School / Medical Documentation and Secretariat

2022 - 2023 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. Çağlayan KAVGAOĞLU				
Assistant(s)					
Aim					
Course Content	This course contains; 1. Secretarial Profession and the Historical Development of the Occupation,2. Classification of Secretaries,3. Secretariat Services and its Qualifications,4. Medical Secretariat and Duties in Health Institutions,5. The Place of the Medical Secretary in the Healthcare Team and Its Importance,6. Occupational Principles of Medical Secretary,7. Midterm Exam,8. Medical Secretary Training,9. Medical Secretary and Professional Principles in Legislation,10. Ethics in Secretarial Services,11. Protocol Rules, Etiquette Rules, Correspondence Types,12. Official Writings, File Classification Systems,13. Effective Communication and Body Language in the Secretariat,14. Secretariat and Document Management.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
1. make official correspondence.			1, 10, 2, 3	A	
2. prepare medical reports.			1, 10, 2, 3	A	
3. use communication and body language effectively.			1, 10, 3	A	
4. make document management correctly and effectively.			1, 10, 19, 2	A	
Teaching Methods	1: Lecture, 10: Brainstorming, 19: Concept map, 2: Question - Answer, 3: Discussion				
Assessment Methods	A: Written Exam				
Lecture Schedule					
Sequence	Topics	Preliminary Preparation			
1	1. Secretarial Profession and the Historical Development of the Occupation	Reading lecture note			
2	2. Classification of Secretaries	Reading lecture note			
3	3. Secretariat Services and its Qualifications	Reading lecture note			
4	4. Medical Secretariat and Duties in Health Institutions	Reading lecture note			
5	5. The Place of the Medical Secretary in the Healthcare Team and Its Importance	Reading lecture note			
6	6. Occupational Principles of Medical Secretary	Reading lecture note			
7	7. Midterm Exam	Study			
8	8. Medical Secretary Training	Reading lecture note			
9	9. Medical Secretary and Professional Principles in Legislation	Reading lecture note			
10	10. Ethics in Secretarial Services	Reading lecture note			
11	11. Protocol Rules, Etiquette Rules, Correspondence Types	Reading lecture note			
12	12. Official Writings, File Classification Systems	Reading lecture note			
13	13. Effective Communication and Body Language in the Secretariat	Reading lecture note			
14	14. Secretariat and Document Management	Reading lecture note			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Prof.Dr.Dilaver Tengilimoğlu- Öğr.Gör.Uzm.Aysel Köksal, Tıp Sekreterliği, 4.Baskı, Seçkin Yayıncılık, Ankara, 2016. Fikret Ceylan, Sekreterlik Teknikleri, Uludağ Üniversitesi Meslek Yüksekokulu Yayınları, Bursa,2015.