

Vocational School / Medical Documentation and Secretariat

2023 - 2024 Academic Year

MEDICAL DOCUMENTATION I

Syllabus

Course Description					
Name	Code	Semester	T+A Hour	Credit	ECTS
MEDICAL DOCUMENTATION I	TDS1126600	Fall 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	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.				
Course Content	This course contains; Introduction: Aim of the course and lecture plan, General Concepts: Document, Documentation, Medical Document and Documentation, Historical evolution and general characteristics of medical documents, Significance and use of patient files, Scope and organization of patient files: confidentiality and ownership issues, Assessment of documents in patient files: electronic and print forms used, Concepts of archive and medical archive, Planning and organization of archive services, Enumeration and organization of patient files and indices used, Methods of patient files enumeration, Indices used and establishing file follow-up system, Ministry of Health legislation regarding the management of in-patient healthcare organizations, Job description and responsibilities of medical archive staff (K2 100-101, 114-118), Legal aspect of patient files; General evaluation.				
Course Learning Outcomes			Teaching Methods	Assessment Methods	
Recognizes basic definitions and concepts related to medical documents.			10, 16, 9	A	
Manages privacy, protection and standardization of medical documents.			10, 16, 9	A	
Uses medical documentation processes in healthcare institutions in accordance with legal regulations			10, 16, 9	A	
Applies the processes of organizing and archiving patient files.			10, 16, 9	A	
Identifies the importance of medical documentation for health services.			10, 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	Introduction: Aim of the course and lecture plan	Reading lecture note			
2	General Concepts: Document, Documentation, Medical Document and Documentation	Reading lecture note			
3	Historical evolution and general characteristics of medical documents	Reading lecture note			
4	Significance and use of patient files	Reading lecture note			
5	Scope and organization of patient files: confidentiality and ownership issues	Reading lecture note			
6	Assessment of documents in patient files: electronic and print forms used	Reading lecture note			
7	Concepts of archive and medical archive	Reading lecture note			
8	Planning and organization of archive services	Reading lecture note			
9	Enumeration and organization of patient files and indices used	Reading lecture note			
10	Methods of patient files enumeration	Reading lecture note			
11	Indices used and establishing file follow-up system	Reading lecture note			
12	Ministry of Health legislation regarding the management of in-patient healthcare organizations	Reading lecture note			
13	Job description and responsibilities of medical archive staff (K2 100-101, 114-118)	Reading lecture note			
14	Legal aspect of patient files; General evaluation	Reading lecture note			
Evaluation Methods		Weight(%)			
Midterm Exam		40			
General Exam		60			

Resources
Lecture notes 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