

# MEDICAL DOCUMENTATION I

1	Course Title:	MEDICAL DOCUMENTATION I
2	Course Code:	TDSZ103
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	1
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	No
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Prof. Dr. SİNEM SOMUNOĞLU İKİNCİ
15	Course Lecturers:	Doç. Dr. Sinem SOMUNOĞLU İKİNCİ
16	Contact information of the Course Coordinator:	Doç. Dr. Sinem SOMUNOĞLU İKİNCİ ssomunoglu@uludag.edu.tr, 294 24 93, Uludağ Üniversitesi Sağlık Hizmetleri Meslek Yüksekokulu, 16059 Nilüfer, Bursa
17	Website:	<a href="http://tip.uludag.edu.tr/egitim11/secmeli-ders-rehberi.doc">http://tip.uludag.edu.tr/egitim11/secmeli-ders-rehberi.doc</a>
18	Objective of the Course:	Medical general concepts related to documentation, history and documentation of medical documents, basic properties of medical documents, types, importance, information and records of management, information and documents, offering corporate, information resources, etc. The classification systems. intended to give basic information about issues.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	Learn the general concepts of medical documentation
	2	Medical documents and documentation, history, and grasp the front
	3	Information on basic characteristics and types of medical documents
	4	Information, document management and information service for institutions to recognize the document
	5	Grasp of the sources of information classification systems
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21	Course Content:	
	<b>Course Content:</b>	
Week	Theoretical	Practice
1	Introduction to Medical Documentation	
2	General Principles for Medical Documentation	

3	History of Medical Documentation and Documentation-I	
4	History of Medical Documentation and Documentation-II	
5	International Medical Documentation and Use of Health Records in Turkey	
6	Types of Medical Documents	
7	Features of medical documents that are required to bear	
8	Studies on improving the quality of medical documents	
9	Basic Concepts of Information and Records	
10	Purpose-Benefits of Document Management	
11	Presented by the Information and Documentation Service Corporation-I	
12	Presented by the Information and Documentation Service Corporation-II	
13	Comparative Analysis of Medical Documentation and Secretarial Education: The European Union Country Case-I	
14	Comparative Analysis of Medical Documentation and Secretarial Education: The European Union Country Case-II	

22	Textbooks, References and/or Other Materials:	A. Artukoğlu A., Kaplan A., Yilmaz A. Medical Documentation, Turkish Health and Education Foundation		
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical	Prof. Gurbanoğlu V., H. Gurbanoğlu Medical Documentation, Seçkin Publishing, 2002.	14	2.00	28.00
Practicals/Labs		0	0.00	0.00
23 Assessment	Self study and preparation	14	2.00	28.00
TERM LEARNING ACTIVITIES		NUMBER	WEIGHT	
Homeworks		0	0.00	0.00
Projects	Exam	1	4.00	0.00
Field Studies		0	0.00	0.00
Midterm exam	Project	0	0.00	14.00
Others		0	0.00	0.00
Final Exams		2	10.00	14.00
Total Work Load				84.00
Success Grade				2.80
ECTS Credit of the Course				3.00
Total		100.00		
Measurement and Evaluation Techniques Used in the Course				

24	ECTS / WORK LOAD TABLE
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25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	5	4	4	0	5	0	4	4	0	0	0	4	0	0	0	0
ÖK2	5	4	0	0	5	0	4	0	0	0	0	5	0	0	0	0

ÖK3	5	3	4	0	5	0	4	0	0	0	0	5	0	0	0	0
ÖK4	5	5	4	3	5	5	5	0	0	0	0	5	0	0	0	0
ÖK5	5	4	4	0	5	0	5	5	0	0	4	5	0	0	0	0
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			