	MEDICAL DOCUMENTATION I											
1	Course Title:	MEDICA	L DOCUMENTATION I									
2	Course Code:	TDSZ10	3									
3	Type of Course:	Optional										
4	Level of Course:	Short Cy	cle									
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 f										
14	Course Coordinator:		SİNEM SOMUNOĞLU İKİNCİ									
15	Course Lecturers:		Sinem SOMUNOĞLU İKİNCİ									
16	Contact information of the Course Coordinator:	ssomund	Sinem SOMUNOĞLU İKİNCİ oglu@uludag.edu.tr, 294 24 93, Uludağ Üniversitesi Sağlık ıri Meslek Yüksekokulu,16059 Nilüfer, Bursa									
17	Website:	http://tip.uludag.edu.tr/egitim11/secmeli-ders-rehberi.doc										
18	Objective of the Course:	documer documer manager informati	general concepts related to documentation, history and nation of medical documents, basic properties of medical nts, types, importance, information and records of ment, information and documents, offering corporate, on resources, etc. The classification systems. intended to ic 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 gras 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									
		6										
		7										
		8										
		9										
	Course Courts of	10										
21	Course Content:											
\\\\a_c\\	Theoretical	Co	ourse Content:									
	Theoretical Introduction to Medical Documentation	nn.	Practice									
2												
	General Principles for Medical Documentation											

Theoretical	3			f Medintation		ocume	entatio	n and											
Of Health Records in Turkey	4					ocume	entatio	n and											
Peatures of medical documents that are required to bear	5							ation a	nd Us	е									
Required to bear   Studies on improving the quality of medical documents	6	Турє	es of	Medic	cal Do	cume	nts												
Section	7					docur	nents t	that ar	е										
Purpose-Benefits of Document Management	8				roving	the o	quality	of me	dical										
11   Presented by the Information and Documentation Service Corporation-I   12   Presented by the Information and Documentation Service Corporation-I   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   2   Textbooks, References and/or Other   A. Artukogiu A., Kaplan A., Yilmaz A. Medical Documentation and Secretarial Education: The European Union Country Case-II   10   Duration (hour)   Total Work Load (hour Interest in the European Union Country Case-II   Decumentation Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education (hour)   Total Work Load (hour Interest in the Interest in the European Union Country   Turkish Health and Education Equipation   Turkish Health and Education Equipation   Turkish Health and Education (hour)   Total Work Load (hour Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Interest in the Int	9	Basi	с Со	ncept	s of In	forma	ition ar	nd Red	cords										
Documentation Service Corporation-I	10	Purp	ose-	Benef	fits of	Docui	ment M	/lanag	ement	t									
Documentation Service Corporation-II	11																		
Documentation and Secretarial Education: The European Union Country Case-I	12																		
Documentation and Secretarial Education: The European Union Country Case-II	13	Docu	imer	ntation	and a	Secre	tarial E	Educat	ion:										
Materials:   Number   Duration (hour)   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Total Work   Load (hour   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Load   Lo	14	Docu	imer	ntation	and a	Secre	tarial E	Educat	ion:										
Materials:   Number   Duration (hour)   Total Work Load (hour	22	Text	book	s. Re	ferenc	es an	d/or O	ther		A.	Artuko	oălu A	. Kaplar	n A Yil	maz A	. Medic	al		
Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentation   Documentatio												Turkie			hour)				
Practicals/Labs	Theore	Theoretical									Cumei	<del>ambar</del> ntation	<del>ogıa v.,</del> , Seçkir	2uBAs	<del>ibaiogi</del> hing, 2	28.00			
Homeworks	Practic	Practicals/Labs															0.00		
Homeworks	Seif stu	dy ar	isme id pr	nı epera	tion					_				2.00			28.00		
Field Studies				AATU	VITIE O				шиьг					0.00			0.00		
Mid-Herm Graph Spect   0	Pridject	ts Exa	ım					1		40	40000 0.00					0.00			
Others	Field S	Studies	3							(	0.00						0.00		
Figal Exams   2   100.00   14.00   14.00   14.00	Middler	w <del>o</del> ka	preje	ct				0	)	0.0	<b>3</b> 0			14.00	)		14.00		
Total Work Load   84.00   84.00	Others	;									0	0.00					0.00		
2.80   ECTS Credit of the Course   3.00   3.00   Total   100.00   Measurement and Evaluation Techniques Used in the Course   24   ECTS / WORK LOAD TABLE   CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS   PQ1 PQ2 PQ3 PQ4 PQ5 PQ6 PQ7 PQ8 PQ9 PQ1 PQ11 PQ12 PQ1 PQ14 PQ15 PQ1   PQ15 PQ1   PQ16 PQ1 PQ16 PQ1 PQ16 PQ16 PQ16 PQ16 P	Fishal E	xams						2		10	ზ.00		14.00				14.00		
Solution   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course   Course																	84.00		
Total	<del>श्रिक्श</del>	Par Gre	<b>98€</b> / :	30 hr													2.80		
Measurement and Evaluation Techniques Used in the Course	ECTS	CTS Credit of the Course															3.00		
24   ECTS / WORK LOAD TABLE	Total	tal																	
CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS   PQ1 PQ2 PQ3 PQ4 PQ5 PQ6 PQ7 PQ8 PQ9 PQ1 PQ11 PQ12 PQ1 PQ14 PQ15 PQ1 OK1   5   4   4   0   5   0   4   4   0   0   0   0   0   0   0	Course	=							d in th	ne									
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ÖK1         5         4         4         0         5         0         4         4         0         0         4         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0	25																		
		F	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	I -	PQ11	PQ12	PQ1	PQ14	PQ15	PQ16	
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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																
Contrib 1 very low ution Level:		2	2 low		3 Medium			4 High			5 Very High					