MEDICAL DOCUMENTATION III

1	Course Title:	MEDICAL DOCUMENTATION III
2	Course Code:	TDSZ201
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	3
7	ECTS Credits Allocated:	2.00
8	Theoretical (hour/week):	2.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Prof. Dr. SİNEM SOMUNOĞLU İKİNCİ
15	Course Lecturers:	Prof. Dr. Sinem SOMUNOĞLU İKİNCİ
16	Contact information of the Course Coordinator:	Prof. Dr. Sinem SOMUNOĞLU İKİNCİ ssomunoglu@uludag.edu.tr, 294 24 93, Uludağ Üniversitesi Sağlık Hizmetleri Meslek Yüksekokulu,16059 Nilüfer, Bursa.
17	Website:	
18	Objective of the Course:	to explain the importance and usage areas of patient files
19	Contribution of the Course to Professional Development:	It contributes to the users and usage areas of patient files. It highlights the importance of automation of health records.
20	Learning Outcomes:	

		1	The main areas of patient files and use information about users
		2	Information concerning the ownership of files and confidentiality to the patient
		3	Learn the concept of responsibility in the preparation and use of patient files
		4	Indices used in the archives to learn the patient files
		5	To understand the importance of automation in health records
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21	Course Content:	

Course Content:	

Week	Theoretical	Practice
1	Patient Files Key Users	
2	Using Patient Files	
3	Analysis of Patient Files	
4	Property and Privacy of the patient files	

5	Responsibilities, Preparation and the use of Patient Files	
6	Using patient files as evidence in court	
7	Patient Files archive Architectural Structure	
8	Patient Management and Organization archive files	
9	Organizational Models of Patient Files Archives	
10	Archive Files and Other Functional Units with Patient Relations	
11	Indexes Used in Patient Files Archives	
12	Auxiliary Hardware and Tools Filing and archiving	
13	Health Records and Benefits of Automation	
14	Mechanization and Potential Health Effects Record	
22	Textbooks, References and/or Other Materials:	1.Artukoğlu A., Kaplan A., Yilmaz A. Medical Documentation, Turkish Health and Education Foundation, 2002. 2.Uçmaz R. Medical Documentation I-II, Uludag University, 2001. 3.Sümbüloğlu V., K. Sümbüloğlu Medical Documentation, Sçckin Publishing, 2002.
23	Assesment	

Activites	Number			Duration (hour)	Total Work Load (hour)
Theoretical Quiz	0	0.00	14	2.00	28.00
Practicals/Labs			0	0.00	0.00
Self study and preperation Final Exam	1	60.00	0	0.00	0.00
Homeworks			0	0.00	0.00
Projects Contribution of Term (Year) Learning Activities to		40.00	0	0.00	0.00
Field Studies			0	0.00	0.00
Midterm exams Contribution of Final Exam to Success Grade	60	100	1	14.00	14.00
Others			0	0.00	0.00
Final Exams Measurement and Evaluation Techniques Used in the	1	Measurement and evaluation is carried out according to		14.00	14.00
Total Work Load					70.00
Total work load/ 30 hr		Undergraduate Education Regulation.			1.87
ECTS Credit of the Course					2.00

24 ECTS / WORK LOAD TABLE

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	0	4	0	4	0	5	4	0	0	4	4	0	0	0	0	0
ÖK2	0	4	0	5	0	4	0	0	0	4	5	0	0	0	0	0
ÖK3	5	5	0	5	0	4	5	0	4	5	5	0	0	0	0	0
ÖK4	5	4	4	0	0	5	4	4	4	5	5	0	0	0	0	0

ÖK5	0	0	0	4	0	4	0	5	5	4	5	0	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High