

MEDICAL DOCUMENTATION AND SECRETARIAT PROGRAM COURSE CONTENTS

1st Semester Course Contents

ATA101 Atatürk's Principles and History of Revolution I (T+U:2+0 Credit:2 AKTS:3)

It includes recognizing the characteristics and similar concepts of the Turkish Revolution, Reforms made by the Ottoman State before the Turkish Revolution, the importance of Atatürk's Revolutions, the emergence of the Kemalist thought system and its impact on the reforms to be made by the new Turkish Republic, the Turkish War of Independence and the elements threatening the Republic and Atatürk's Revolutions.

INGU101 English-I (T+U:3+0, Credit:3, AKTS:3)

This course is designed for new learners of English and aims to develop basic language skills. It helps learners acquire listening, reading and writing skills through different teaching techniques and practice studies. Learners learn basic grammar patterns and vocabulary using dialogues and texts used in real-life situations. At the end of this course, learners are prepared to progress from English beginner to intermediate-beginner level..

TDS107 Health Statistics (T+U:2+0, Credit:2, AKTS:6)

Understanding and interpreting statistical analyzes in the field of health, understanding the analyzes in the general literature. Performing applied analysis and statistical tests. Having general concepts about statistical analysis. To be able to apply parametric and nonparametric tests. Application of regression, correlation and diagnostic tests. Frequency Analysis, Normal Distribution, Standard Normal Distribution Statistical Graphs, t Test, t Test Applications, Standard Normal, Distribution Applications

TTR101 Medical Terminology (T+U:2+0, Credit:2, AKTS:2)

Pronunciation of terms, Prefixes, Suffixes, Term types, Movement system, Blood terms, Cardiovascular system terms, Respiratory system terms, Digestive system terms, Urinary system terms, Genital system terms, Endocrine system terms, Nervous system terms and psychiatry terms, Sense organs terms, diagnostic terms.

TURK101 Turkish Language I (T+U:2+0, Credit:2, AKTS:3)

Language awareness, reading taste and habit, correct use of basic spelling and punctuation rules, a wider vocabulary.

RKUL101 University Culture (T+U:0+2, Credit:1, AKTS:1)

Each semester includes seminars, conferences, panels, workshops and talks to be held for 14 weeks within the framework of a program consisting of suggestions from academic units, student council and student clubs at the university.

RPSI209 Positive Psychology and Communication Skills (T+U:2+0, Credit:2, AKTS:3)

Definition and Basic Concepts of Positive Psychology, Theoretical Foundations of Positive Psychology, Introduction to Social Cognitive Neuroscience-Cerebral Infrastructure of Social Behaviors, Applications of Positive Psychology-Emotional Intelligence-Emotional Intelligence in Adults, Children and Adolescents, Marriage and Work Life, Self-Knowledge and Awareness, Helping Others Recognition and Empathy, Midterm Exam, Communication Skills, Motivation and Planning, Problem Solving Skills, Anger, Aggression and Violence, Relationship Management, Persistence, Healthy Decision Making, Compromise

TDS105 Speech and Diction (2+0, Credit:2, AKTS:6)

General introduction to the program, its operation and activities. Presentations for self-expression. Ability to communicate and communicate with the General Scope. Face-to-face meeting and planning stages. Technical preparation of the speech. Psychological preparation of speech. Physical, literary and narrative preparation. Dominance of the listener / Comprehension of the listener. Body Language in Job Interviews. The basic steps of speaking effectively and beautifully to the audience, group and individual.

SKI111 General Business Administration (T+U:2+0, Credit:2, AKTS:3)

Basic Business Concepts, Business Development, Business Objectives, Business Environment Relations and Responsibilities, Business Classification, Business Analysis, Basic Principles in Business Administration, Establishment Studies of Businesses and Business Size and Capacity, Functions of Business (Management, Purchasing, Production), Functions of Business (Marketing, Accounting, Finance), Functions of Business (Human Resources, R&D, Public Relations).

2st Semester Course Contents

ATA102 Atatürk's Principles and History of Revolution II (T+U:2+0, Credit:2, AKTS:3)

Events, ideas and principles in the birth and development process of modern Turkey; Atatürk Era Turkish Foreign Policy, Atatürk's Revolutions Atatürk's Principles.

INGU102 English II (T+U:3+0, Credit:3, AKTS:3)

This course is designed for new learners of English and aims to develop basic language skills. It helps learners acquire listening, reading and writing skills through different teaching techniques and practice studies. Learners learn basic grammar patterns and vocabulary using dialogues and texts used in real-life situations. At the end of this course, learners are prepared to progress from English beginner to intermediate-beginner level.

TDS116 Correspondence Techniques (T+U:2+0, Credit:2, AKTS:2)

The aim of this course is to teach medical documents, confidentiality of medical data, medical reports and correspondence to students studying medical documentation and secretarial work. To enable the student to recognize the types of reports and gain the ability to write all kinds of official reports.

Legal Basis of Written, Printed and Other Documents, Formats and Attachments in Letters and Written Documents, Written Business Letters in Public and Private Enterprises, Definition and Importance of Medical Documentation, Medical Reports, Drug Usage Reports, Medical Equipment Usage Report, Medical Equipment Usage Report, Rest Reports, Health Board Reports, Surgery Report, Incapacity Certificate and Workable Paper, Birth Report, Biopsy - Pathology - Cytology - Scintigraphy - Radiological Reports, Forensic Reports, Autopsy Report, Internal Correspondence

TDS118 General Health Information (T+U:2+0, Credit:2, AKTS:3)

Concepts of Health and Disease, Respiratory System Diseases, Digestive System Diseases, Nervous System Diseases, Circulatory System Diseases, Excretory System Diseases, Endocrine System Diseases, Blood System Diseases, Joint and Skin Diseases.

TDS999 Summer internship (T+U:0+20, Credit:0, AKTS:9)

Applications to be fulfilled in the administrative department within the hospital, Applications related to hospital automation systems, public relations and promotion, marketing, human resources, accounting and finance, purchasing, quality management system and material management activities

TURK102 Turkish Language II (T+U:2+0; Credit:2, AKTS:3)

Language awareness, reading taste and habit, correct use of basic spelling and punctuation rules, a wider vocabulary.

RKUL102 UNiversity Culture II (T+U:0+2, Credit:1, AKTS:1)

It consists of participating in seminars and conferences held within the university and reporting on the presentations attended.

SKI102 General Accounting ((T+U:2+0; Credit:2, AKTS:3)

Introduction to Accounting: Definition, purpose, functions, accounting information users, accounting departments, accounting profession, basic concepts of accounting, generally accepted accounting principles, Accounting Process: Account concept, documents, books, chart of accounts, definition and quality of basic financial statements, Accounts Classification: Classification of accounts and account types, basic financial statements, trial balance types, accounting process, Current Assets: Stock assets, securities, Current Assets: Trade receivables, other receivables, inventories, Current Assets: Inventories, expenses and income accruals for the next months, other current assets, Fixed Assets : Trade receivables, other receivables, financial fixed assets, tangible fixed assets, depreciation methods, Fixed Assets : Tangible fixed assets, intangible assets, expenses and income accrual for future years, other fixed assets. Practices, Foreign Resources: KVK-KVK Financial and commercial debts, other debts, advances received, taxes and other liabilities to be paid, provisions for debts and expenses, income and expense accruals for future months, Equity: Paid-in capital, capital reserves, profit reserves, past year profits, previous year losses, net profit-loss for the period, Income and Expenses: Operation and recording of income and expense accounts, closing of accounts, Period-End Transactions: Concepts related to inventory, end-of-period transactions, preparation of period-end financial statements, Accounting process apps.

TDS108 Medical Documentation and Secretarial (T+U:2+0; Credit:2, AKTS:3)

History of Medical Documents, Historical Development of Medical Documents, Developments in Medical Documentation in Turkey, Basic Concepts and Definitions of Medical Documents, Importance of Medical Documents, Ownership and Confidentiality in Medical Documents, Use of Medical Documents as Evidence in Courts, Responsibility in Medical Documents, Types of Medical Documents and Usage, Standardization in Medical Documents, Scope and Arrangement of Patient Files, Ensuring the Security and Confidentiality of Patient Files, Establishment of Health Record System. The Concept of Secretariat, The Emergence and Development of the Secretariat Profession in the World and in Turkey, Types of Secretariat and Its Place in the Organization Personal Qualities, Character and Behavioral Characteristics of the Secretary: Being Optimistic, Being Empathetic, Being Sympathetic and Serious, Being Patient and Tolerant, Feeling Self-Confidence , Courtesy and Compliance with Etiquette, Professional Characteristics of the Secretary, Speaking and Writing Turkish Perfectly, Knowing a Foreign Language, Possession of Correspondence, Representation Skill, Professional Characteristics of the Secretary, Adapting to Business Life, Planning and Organizing, Decision Making , Risk Taking, Being Reliable, Using Time Effectively, Secretary's Professional Characteristics, Business and Professional Ethics, Secretary's Business Ethics.

3st Semester Course Contents

SKI221 Hospital Information Management Systems (T+U:3+0, Credit:3, AKTS:6)

Definitions (Data, Information, Knowledge, IT, Hardware, Software, System, Information Systems, Hospital Information Management Systems), Computer and Network (LAN, WAN, Internet, Intranet, Server-Client, Database, Web services), Hospital Information Objectives and Benefits of Management Systems (HBYS), Systems with which HBYS Exchanges Data (MHRs, KPS, Medula, Health-Net, ÇKYS, LIS, PACS, Biometric Authentication System, İTS, ATS, e-Pulse), History of HBYS and Development, HIMS Programming and Structure, Most Common Diagnostic and Therapeutic Procedures and Interventions Recorded in HIMS, HIYS Service Price Lists (SGK SUT (Health Practice Notification) Service Price Lists, Turkish Medical Association Medical Practices Database (TTB-HUV) Minimum Fee Tariff, Paid Patient Price Lists), Drug Price List, Drug Tracking System (ITS), Vaccine Tracking System (ATS), Medical Equipment Price Lists, Definition of Institutional Agreements in HIMS, Patient Registration and Admission, Polyclinic Record, Inpatient Record, Polyclinic Doc tor Patient Follow-up, Inpatient Doctor Follow-up, Nurse Patient Follow-up, Emergency Patient Record, Laboratory and LIS, Radiology, PACS, Tele-Radiology, Medicine and Medical Equipment Follow-up, Appointment

İLK101 First aid (T+U:2+0, Credit:2, AKTS:3)

General First Aid Information, Human Body, Patient/Injured and Crime Scene Evaluation, Basic Life Support, Respiratory Tract Obstructions, Hemorrhages and Shock, Injuries, Burns, Frostbite, Heat Stroke, Conscious Disorders (Losses of Consciousness, Convulsions, Low Blood Sugar, Chest Pain), Poisoning, Animal Bites, Eye-Ear-Nose Ingestion, Choking, Fractures, Dislocations, Sprains, Transport Techniques.

TDS221 Keyboard and Typing Techniques (T+U:2+2, Credit:3, AKTS:6)

The importance of the keyboard includes the history of both keyboards. It includes repeated finger exercises, such as swimming, cycling, and driving an automobile, which are required for learning the ten finger technique.

TDS219 Hospital Management and Organization (T+U:2+0, Credit:2, AKTS:3)

Hospital management and functions, scientific management approaches and historical development; definition and functions of the hospital; historical development of hospital organizations; classification of hospitals and their different aspects from other businesses; hospital structures and management styles in various countries; Hospital organizations and management styles in Turkey and their differences compared to other countries are taught.

OSG111 Occupational health and Safety (T+U:2+0, Credit:2, AKTS:3)

Definition and History of Occupational Safety, Importance and Purpose, Definition and History of Occupational Safety, Occupational Safety and Total Working Area and Scope, Occupational Accidents and Occupational Diseases, Definition of General Accident-Types of Accidents, Occupational Diseases, Occupational Accidents and Occupational Diseases, Measurement of Accidents, Accident Using Frequency and Weight Ratios Measurement of Accidents, Basic Causes of Accident (Accident Chain), Basic Principles of Occupational Safety, Economic Aspect of Occupational Safety (Material Losses), Effect of Occupational Safety on Production and Efficiency, Economic Aspect of Occupational Safety (Material Losses),

Pure Danger and Danger Entering, Accident Prevention Technique, Protection Effectiveness Rate, Statistics, Hazard (Accident) Research, Occupational Safety Psychology, Persuasion and Encouragement Methods, Occupational Safety Organization, Occupational Safety Officers at Work, Occupational Accident Investigation, Notification of Occupational Accidents and Responsibility, Occupational Accidents and Occupation Diseases Cases, Criminal Cases, Compensation Cases, Expert Reports

MET101 PROFESSIONAL ETHICS (2+0 2 AKTS 2)

Ethics and moral concepts, ethical systems, factors that play a role in the formation of morality, the concept of professional ethics, professional corruption and examining the consequences of unethical behavior in professional life, the concept of social responsibility.

SKI217 Health Insurance

Main models of health insurance, imperfect competition market and health services financing, moral risk and health insurance, the relationship between risk and health insurance, the place of financial risk in the markets.

4st Semester Course Contents

TDS226 Public Relations in Health Institutions (T+U:2+0, Credit:2, AKTS:4)

The basic concepts of public relations, its place and importance in health institutions, its historical processes, its relationship with ethics, the basic concepts of marketing, the relationship between marketing and public relations, target audience selection, determination of communication channels, perception and reputation management, relations with the media, in-house-institution outside public relations.

SKI218 Health Legislation (T+U:2+0, Credit:2, AKTS:4)

Written legal rules in the field of health, laws, statutes, regulations that determine how the management and practices in hospitals and other health institutions will be.

SKI201 Quality Management in Health Institutions (BSEÇ) (T+U: 2+0, Credit:2, AKTS:4)

Definitions of quality, the importance of quality in health services, quality standards in health institutions, Ministry of Health Service Quality Standards, accreditation in health, JCI accreditation standards, activities of quality in health and accreditation department, TUSKA, patient safety, continuous quality improvement in health, quality performance and indicators in health and tracking.

TDS200 Management in Healthcare Businesses ((T+U: 2+0, Credit:2, AKTS:5)

Basic Concepts (Health, health services, primary health care services, types of health services, Health Indicators, Epidemiology, equality and equity, universal inclusion, evidence-based medicine, Home Care Services, Palliative Care, Pharmaceutical Policies, International Health Organizations, Health Services for Refugees , Patient Safety, Ethics in Health Management, Health Tourism, Emergency Health Services Management, Informatics in Health.

SKI216 Health Economics

Relationship between health and economy, micro and macroeconomic analysis of health services market, political economic analysis of health services, analysis of health services among comparative countries, relationship between economic development, economic growth and health services

MYO015 Social responsibility project

What is social responsibility? What is the purpose of social responsibility? Why social responsibility studies are important, creation of a social responsibility project, what are corporate social responsibility studies?, Presentation covering the determined project topic, project purpose and project team, Presentation of what has been done for the project so far by students, FIELD STUDY-EVALUATION