

# TOROS ÜNİVERSİTESİ

Faculty Of Health Sciences

## Course Information

MEDICAL DOCUMENTATION AND TERMINOLOGY					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
SKY338	Spring	3	0	3	4

Prerequisites and co-requisites	Non
Language of instruction	Turkish
Type	Required
Level of Course	Bachelor's
Lecturer	Asst.Prof.Dr.Bilal Ak
Mode of Delivery	Face to Face
Suggested Subject	Non.
Professional practise ( internship )	None
Objectives of the Course	The importance of medical records in hospitals, preparation, their use, with examples of the impact in the areas of managerial decision making, to provide information for students in this field. direction with the basic terms related to the importance of corporate communication and human structure of medical terms, plane and be able to explain the terms of the student movement states.
Contents of the Course	Concepts related to medical documentation and medical terminology, medical documentation and medical documentation, history, basic properties of medical documents, the importance of medical records, use and main users, scope and regulation of medical records, qualitative and quantitative analysis of patient files, numbering and sorting of patient files, patient files indexes used in the archives, architecture and features of the archive patient files, legal and administrative importance of patient files, patient files, archive departments and functions, patient files, organization models in the archives of patient files include providing information in the archives of the management and organizational issues. General information about medical terminology importance of corporate medical term communication Direction basic definitions and terms related to human structure, plane and motion stating that anatomical term for diseases and an overview of the international classification system of diseases basic elements that make up medical terms; roots, prefixes, suffixes and anatomy of the musculoskeletal system, diagnostic, surgical and terms related symptoms.

## Learning Outcomes of Course

#	Learning Outcomes
1	1.Tibb documentation and medical terminology related concepts, recognize the basic characteristics of medical documents. Explain the importance of medical records and use. Explain the scope and methods of regulation of medical records.
2	2. Interpret the qualitative and quantitative analysis of patient files. Patients numbering and sequencing methods, the patient is diagnosed index files used in the archives. Patient files and archives of the architectural features of the patient file archive section and functions, patient files archives in organizational models, management and organization of patient files explain archive.
3	3.Tibb the responsibility of registration, legal status, privacy, knows about the security and privacy regulations.
4	4-Understand the importance of medical terminology.
5	5-Medical terms forming prefixes, roots, suffixes can allocate.
6	6-Anatomical relation to body systems, diagnostic, and learn terms for surgery and symptoms.

## Course Syllabus

#	Subjects	Teaching Methods and Technics

1	Concepts related to medical documentation	
2	Medical documents and medical documentation of history	
3	general characteristics of medical documents	
4	The importance of medical records, management and organization of. The use of medical records and major users.	
5	The scope of medical records and arranging. qualitative and quantitative analysis of patient files.	
6	numbering and ordering of the patient's file. Patient files indexes used in the archives.	
7	Patient files and architectural features of the archive. Patient files and archives department functions. The organizational model of the patient files in the archive.	
8	MIDTERM	
9	General information about medical terminology. The importance of corporate communication of medical terms. basic definitions and terms related to human nature.	
10	the basic elements that make up medical terms; roots, prefixes, suffixes. an overview of the international classification of diseases and disorders system.	
11	Cardiovascular anatomy of the system, diagnostic, terms related to surgery and symptoms. anatomy of the motion system, diagnostic, surgical and symptoms related to term.	
12	anatomy of the nervous system and psychiatric disorders, diagnostic, surgical and symptoms related to term. anatomy of the respiratory system, diagnostic, surgical and symptoms related to term.	
13	anatomy of the endocrine and metabolic disorders, diagnostic, surgical and symptoms related to term. anatomy of the digestive system, diagnostic, surgical and symptoms related to term.	
14	Blood and blood-forming organs, lymph and anatomical of the immune system, diagnostic, terms related to surgery and symptoms.	
15	anatomy of the urinary system, diagnostic, surgical and symptoms related to term. Skin, Eye and Ear Own anatomic diagnostic, surgical and symptoms related to term.	
16	Final Exam	

## Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Artukoğlu, M.A. (1997), Tıbbi Terminoloji, Hacettepe Üniversitesi Sağlık İdaresi Yüksekokulu Yayınları No:1, Ankara.		
2	Kocatürk, U. (1999), Tıp Terimleri Sözlüğü, Ankara Üniversitesi Basımevi; Ankara.		
3	Mesut, R. (2011), Tıbbi Terminoloji, Nobel Tıp Kitabevleri, İstanbul.		
4	Ekinci, S. ve H. Hatipoğlu, G. (2010), Yüksekokullar için Tıbbi Terminoloji, Hatiboğlu Basım Yayım.		

## Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

## Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	1.Tıbb documentation and medical terminology related concepts, recognize the basic characteristics of medical documents. Explain the importance of medical records and use. Explain the scope and methods of regulation of medical records.	1,2,7	1,2
2	2. Interpret the qualitative and quantitative analysis of patient files. Patients numbering and sequencing methods, the patient is diagnosed index files used in the archives. Patient files and archives of the architectural features of the patient file archive section and functions, patient files archives in organizational models, management and organization of patient files explain archive.	1,2,7	1,2
3	3.Tıbb the responsibility of registration, legal status, privacy, knows about the security and privacy regulations.	1,2,7	1,2

4	4-Understand the importance of medical terminology.	1,2,7	1,2
5	5-Medical terms forming prefixes, roots, suffixes can allocate.	1,2,7	1,2
6	6-Anatomical relation to body systems, diagnostic, and learn terms for surgery and symptoms.	1,2,7	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

### Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	3	42
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	4	56
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	0	0	0
8	Midterm Exam	0	0	0
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	1	1
16	Final Exam	1	1	1
				<b>100</b>