TOROS ÜNİVERSİTESİ

Vocatıonal School
Oral And Dental Health

Course Information

PATIENT REGISTRATION SYSTEMS					
Code	**Semester**	**Theoretical**	**Practice**	**National Credit**	**ECTS Credit**
		Hour / Week			
ADS141	Fall	2	0	2	2

Prerequisites and co-requisites	
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	Assistant Professor Bilal AK
Mode of Delivery	Face to Face
Suggested Subject	
Professional practise (internship)	None
Objectives of the Course	Dentistry in the clinic for non-treatment of the process of organizing. To give the knowledge and skills for archiving an institutional document by scientific methods to reach to the document as soon as possible and demolish the document legally.
Contents of the Course	Information, information management and its organizational importance, document management, its importance and purpose, electronic document and its features, the process of document, the usage and sorts of forms, filing and its importance, establishment of file systems, standard filing plan, organization of filing services, file editing systems, their features and areas of usage, techniques and process of archiving, digital archives.

Learning Outcomes of Course

#	Learning Outcomes
1	Explains the concept of filing and archiving.
2	Monitors the flow of institutional and non-institutional documents.
3	Applies the standard file plan.
4	Identifies the process of document handling.
5	Produced and provides document filed electronic media.
6	Explains the organization of file services.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Computer hardware and software in health institutions	Lecture, Presentation
2	Data security and data quality	Lecture, Presentation
3	Health Information Systems	Lecture, Presentation
4	Programs Patient Appointments	Lecture, Presentation
5	Patient Enrollment Programs	Lecture, Presentation
6	The Scope Of Document Management	Lecture, Presentation
7	Sources Of Information Classification Systems	Lecture, Presentation
8	Mid-Term Exam	

9	Medical documentation, definition, importance and basic properties	Lecture, Presentation
10	Patient Files	Lecture, Presentation
11	The Basic Indexes Used In The Archive Of Patient Files	Lecture, Presentation
12	Administrative Information Systems	Lecture, Presentation
13	Management planning and control information systems	Lecture, Presentation
14	Advantages Of Electronic Information Systems	Lecture, Presentation
15	General Assessment	Lecture, Presentation
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Demir R. , Dosyalama Teknikleri ve Dokümantasyon, 2004		

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	Explains the concept of filing and archiving.	12,13	1,2
2	Monitors the flow of institutional and non-institutional documents.	13	1,2
3	Applies the standard file plan.	13	1,2
4	Identifies the process of document handling.	13	1,2
5	Produced and provides document filed electronic media.	13	1,2
6	Explains the organization of file services.	13	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	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	1	14
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	1	7	7
8	Midterm Exam	1	1	1
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	9	9
16	Final Exam	1	1	1
				60