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| **Course Name** | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** |
| **Medical Secretariat** |  | 2 | 2+0 | 2 | 3 |
| Prerequisite Courses |  |
| Language of the Course | Turkish |
| Type of Course | Field Elective |
| Course Coordinator |   |
| Instructor |   |
| Course Assistants |   |
| The aim of lesson | Gaining the knowledge and skills necessary to become a medical secretary. |
| Course Learning Outcomes | At the end of this course, the student;1. Gaining the necessary information to be a medical secretary.2. Gaining effective communication ways with patients.3. Teaching the necessary techniques to simplify the work and be efficient in offices.4. Gaining the ability to act within the framework of public relations in patient registration |
| Course Content | Patient File and Archive, Professional Correspondence Rules, Etiquette and Protocol Rules, Hospital Information System, Medical Documents, Forms and Documents Used in Hospitals and Bedless Treatment Institutions, Basic Computer Usage, Electronic Filing, Public Relations in Healthcare Businesses, Communication in Healthcare Businesses. |
| **Weeks** | **Topics** |
| one | Patient File and Archive |
| 2 | Patient File and Archive |
| 3 | Professional Correspondence Rules |
| 4 | Etiquette and Protocol Rules |
| 5 | Hospital Information System |
| 6 | Hospital Information System |
| 7 | Medical Documents, Forms and Documents Used in Hospitals and Bedless Treatment Institutions |
| 8 | Basic Computer Usage |
| 9 | Electronic Filing |
| 10 | Secretarial Profession |
| 11th | Public Relations in Healthcare Businesses |
| 12 | Communication in Healthcare Businesses |
| 13 | Communication in Healthcare Businesses |
| 14 | Communication in Healthcare Businesses |

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| **General Competencies** |
| Students are expected to understand the main topics of this course and use it in their fields and applications. |
| **resources** |
| Ataklı, A. and Kaplan, A. (2016). Medical Documentation and Secretarial. Sun Medical Bookstores. Ankara. |
| **Evaluation System** |
| It is stated in the syllabus at the beginning of the semester. |

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| **WITH PROGRAM LEARNING OUTCOMES****COURSE LEARNING OUTCOMES RELATIONSHIP TABLE** |
|  | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **LO1** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | - |
| **LO2** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | - |
| **LO3** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | - |
| **LO4** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | - |
| **REVENGE: Learning Outputs OP: Program Outputs** |
| **Contribution****level** | **1 Very Low** | **2 Low** | **3 Medium** | **4 High** | **5 Very High** |

Relation of Program Outcomes and Related Course

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **lesson** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** |
| **Medical Secretariat** | 5 | 3 | 3 | 2 | 5 | 4 | - | 4 | 4 | - | - | - |

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