

LESSON SYLLABUS (SYLLABUS)
Vocational School

Your lesson Code	Your lesson Ordinary		Credit	ECTS Value	
TDS 102	Medical Documentation		(2-1-3)	6	
Front Conditions Courses:	None				
Your lesson Language:	Turkish	Lesson Processing Style:	Face to face		
Your lesson Type And Level:	Required/Fall Period/Pre- Licence				
Your lesson Teaching Member's Title, Ordinary And Last name		Lesson The time	Meeting Hours		Communication
Lecturer Hilal EKİM		3	Wednesday 10:15-10:55 11.05-11.45 11.55-12-35		hilalekim@cag.edu.tr
Your lesson Coordinator:	Lecturer Hilal EKİM				
Purpose of the Course					
Your lesson Learning Outputs	This lesson successfully completed student;			Relationships	
				Program Outcomes	Net Contribution
	1	Medical documentation content, Subject with relating to basis concepts And scope understands.	3	5	
	2	Medical documents sick, health institutions And physician in terms of acquires its importance .	3, 6	5,5	
	3	Sick files preparation, storage and confidentiality ensuring understands.	6,7,10	5,5,5	
	4	Medical documents data compilation transactions, statistics And reporting explains the operations .	5,6,7	4,5,5	
Your lesson Content:	Medical documents definitions, usage, importance And reporting with medical record system And medical documentation automation system implementation covers .				
Lesson Contents: (Weekly Lesson Plan)					
Week	Subject		Preparation	Teaching Method And Techniques	
1	Lesson The program Review/Meeting		None	Meeting, lesson program of examination	
2	Medical With documents Relating to Basis Concept and Definitions		Example medical review of documents	Expression	
3	Medical Document And History of Documentation		Research articles examination	Expression	
4	Medical Documents Importance		Current samples examination	Expression, brain storm	

5	Medical In the documents Ownership And Security	Examples of legislation examination	Expression
6	Medical Document Types, Usage and Standardization/Assignment Presentation	Standard document samples examination	Expression, document examination And homework presentation
7	Sick Their files Scope and Regulation	File samples, examining templates	Expression
8	Search Exam		
9	Search Exam		
10	Sick Files Your archive Organization and its sections	Archive samples examination	Lecture, archive given as homework sections of examination
11	Medical Numbering in Documents	Number examining templates	Expression
12	Medical In the documents Archiving Transactions	Archiving samples examination	Expression
13	Illness And Surgeries Standard Terminology	ICD and terminology resources	Expression
14	Medical In the documents Data Compilation Transactions	Data sets, example examination of tables	Expression
15	Medical In the documents Statistics And Reporting Procedures	Statistics software an update about article reading	Expression
16	Electronic Document And Archiving	Electronic document samples examination	Expression
17	Final Exam		
18	Final Exam		

Lesson For Resources

Lesson Book:	Instructor by prepared presentations
Recommended Sources:	Medical documentation And Secretarial (Prof. Dr. Aylanur ATAĞLI) Medicine Secretariat (Prof. Dr. Dilaver Tengilimoğlu, Instr. See. Aysel Köksal) Current academic studies

Your lesson Measuring And Evaluation

Events	Number	Contribution	Notes
Search Exam	1	20%	Written exam
Homework	2	20%	Individual report
Presentation	1	10%	Group presentation
Final	1	50%	Comprehensive written exam

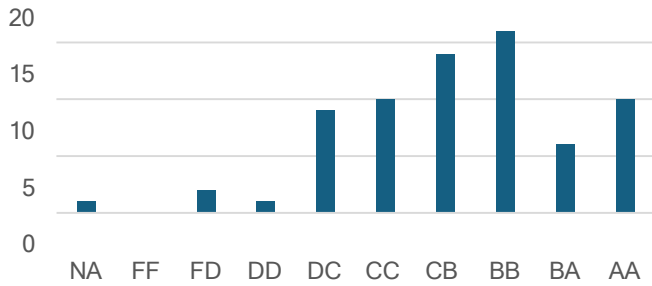
ECTS Table

Contents	Number	Hour	Total
Course duration	14	3	42

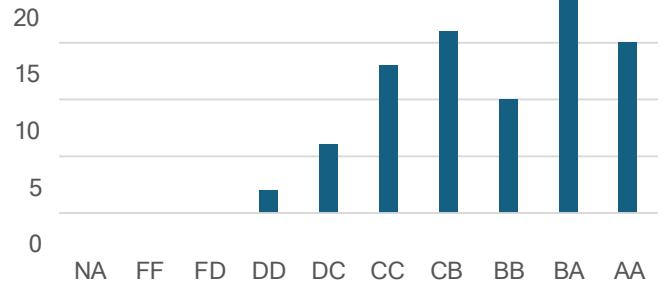
Class Female Study	14	3	42
Homework	2	15	30
Presentation	1	10	10
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
Total:			169
Total / 30:			169:30=5.6
ECTS Credits:			6

Past Period Their achievements

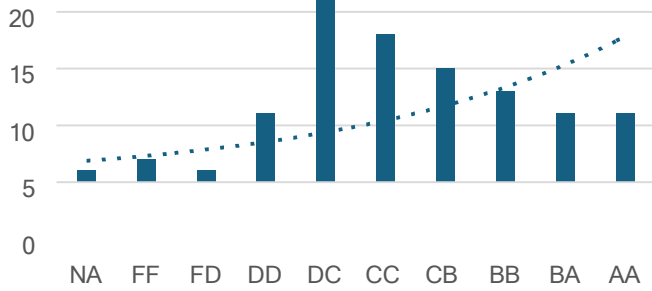
2022-2023 Fall Semester
TDS 102 Medical
Documentation



2023-2024 Fall Semester
TDS 102 Medical
Documentation



2024-2025 Fall Semester
TDS 102 Medical
Documentation



Turkish Republic
ÇAĞ UNIVERSITY
PROFESSION HIGH
SCHOOL
MEDICAL DOCUMENTATION AND SECRETARIAL
DEPARTMENT HOMEWORK PREPARATION GUIDE

The assignments to be prepared by the students of the Vocational School Medical Documentation and Secretarial Department during the semester must be systematic and in accordance with the academic format. 'Homework Preparation Guide' has been created for the students. The written assignments to be submitted by the students The points that must be followed when preparing the documents are stated below:

Homework 1

1. Basis Principles

- Your homework **delivery to the form And to the day** care should be shown.
- In homework **academic language to be used** attention should be done.
- The assignment must be prepared **in accordance with** scientific **ethical rules** and plagiarism must not be tolerated .

2. Formal contents:

***Sick file in presence required forms (Patient Entrance Paper Form 60, Medical Observation and Examination Paper Form 62, Degree Paper Form 61, Patient Chart Form 51, X-Ray Request Paper Form 64, Laboratory Request Paper Form 65 and other examination reports, Surgery Paper Form 63, Exit Summary Epicrisis Form 66) will be reviewed and presented.

- a. Academic One written in the document place to take required sections This is as follows;

- 1. Form Certificate (10P)**
- 2. The form Inside Finding Required Information (30P)**
- 3. The form Which In units Used (10P)**

- b. Homework template the following **page in order** should be prepared **(50P)**

- Writing shape Arial either in Times New Novel in type **12 point** in size must be and the text should be written in a left and right block format
- Page numbers should appear in the bottom right corner of each page. Page numbers should not be written on the cover page.
- Text inside line range “1.5” should be.
- The page Right And lower from the edges 2.5 cm, left And top from the edges whereas 3 cm space must be left.
- Main titles dark point And big letters shaped should be written.

- c. Homework presentation while it is being carried out word file or PowerPoint will be used. **(100P) Presentation Date is 22.10.2025.**

Presentation Criteria

Homework Presentation Contents –
40 Presentation Skills – 20 points

The presentation Understandability –
20 Time Management – 10 points
Visual/Document Usage – 10 points

d. Homework report delivery date It is 22.10.2025.

Homework 2

To be reviewed Departments:

- Application Department
- Filing Department
- Indexing Department
- Communication Department
- Medical Research Department
- Missing Files Department
- Coding And Statistics Department
- Medical Secretarial Department
- Microfilm Department

Evaluation Criteria:

Departments Purpose And Their duties TRUE Explanation – Each department basis function net and must be transferred correctly **(50P)**

Homework template the following **page in order** should be prepared **(50P)**

- Writing shape Arial either in Times New Novel in type **12 point** in size must be and the text should be written in a left and right block format
- Page numbers should appear in the bottom right corner of each page. Page numbers should not be written on the cover page.
- Text inside line range “1.5“ should be.
- The page Right And lower from the edges 2.5 cm, left And top from the edges whereas 3 cm space must be left.
- Main titles dark point And big letters shaped should be written.

Homework report delivery date It is 26.11.2025.

