

**SYLLABUS**  
**Vocational School**

Course Code	Course Title		Credits	ECTS Value
TDS 205	Medical Documentation		(2-1-3)	6
Prerequisite Courses:	None			
Course Language:	Turkish	Course Delivery Mode:	Face-to-face	
Course Type and Level:	Compulsory / Fall Semester / Associate Degree			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Lecturer Şeyda ÇAVMAK		3	Monday 13:00–16:00	seydacavmak @cag.edu.tr
Course Coordinator:	Lecturer Şeyda ÇAVMAK			
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Explain the basic concepts and processes related to the management, organization, and functioning of healthcare institutions.	1	3
	2	Effectively perform administrative tasks such as patient admission, file organization, archiving, billing, and similar operations.	2	5
	3	Apply basic legal regulations, health legislation, and professional ethical principles in medical record processes.	3	4
	4	Organize and report statistical data used in healthcare institutions, and analyze managerial decisions.	4	5
	5	Effectively use electronic health record systems and digital information technologies.	5	4
	6	Contribute to teamwork in medical secretarial processes and ensure communication between patients and the institution through effective communication skills.	6	4
	7	Adapt to and interpret changing healthcare services and digital documentation dynamics.	9	4
Course Content:	The course covers: Management and organizational structures of healthcare institutions, Administrative procedures, patient admission, and medical documentation processes, Health legislation and professional ethical principles, Electronic health record systems and digital information Technologies, Statistical data analysis and reporting, Quality management, Patient and record security, Sustainable healthcare services.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	Introduction, sharing expectations regarding the course	Students will write down their expectations and prepare a short self-introduction paragraph.	Lecture, brainstorming, written expression	

2	Basic concepts of medical records in healthcare institutions (documentation, document, medical record, etc.)	Review Ministry of Health documentation guidelines	Lecture, case study (example of insufficient records)
3	Basic features, scope, and importance of medical documents	Examination of sample patient files or epicrisis texts	Lecture, case analysis, group work
4	Organizational structure of healthcare institutions and the role of the medical secretary	Examination of organizational charts of public and private healthcare institutions	Lecture, Q&A
5	Documents used in healthcare institutions	Research examples of forms used in hospitals	Lecture, small group work
6	Filing procedures, definitions, and purposes	Short research on filing systems	Lecture
7	Standardization of patient files and filing procedures	Reading on ICD-10 and file standardization.	Lecture, discussion
8	Midterm Exam		
9	Midterm Exam		
10	Introduction to hospital documents and on-site observation	Fill out observation form, prepare evaluation report after visit	Technical visit, observation, practical application, Q&A
11	Archiving, Planning of Archival Services / Archives and Artificial Intelligence Article	Read article on digital archiving and prepare report	Lecture, case analysis, discussion
12	Guest Lecturer: Experience Sharing (Archival Services)	Prepare at least 2 questions for the guest	Guest experience, seminar, Q&A
13	Health Information Systems	Examination of e-Nabız and MHRS systems	Computer lab application, project-based learning
14	Hospital Information Systems and Electronic Records / Electronic Health Records (EHR) and Hospital Information Management Systems (HIMS) Article	Read article and prepare report	Lecture, case analysis, discussion
15	Correspondence techniques in medical documentation	Analysis of official correspondence examples used in healthcare.	Lecture, small group case study
16	Ethics in Medical Documentation Services	Examination of legislative examples	Lecture, role-play, peer evaluation
17	Final Exam		
18	Final Exam		

#### Course Resources

##### Textbook:

Kaşıkçı, M. (2017). Tıbbi Dokümantasyon. Atatürk Üniversitesi Açık ve Uzaktan Öğretim Fakültesi Yayını.

##### Recommended References:

Dikmetaş Yardan, E. (2023). Tıbbi Dokümantasyon ve Elektronik Sağlık Kaydı Yönetimi. Nobel Yayıncılık.

#### Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	%20	Written exam

<b>Portfolio</b>	1	%20	Field observations, article discussion reports.
<b>Final</b>	1	%50	Comprehensive exam
<b>ECTS Table</b>			
<b>Content</b>	<b>Number</b>	<b>Hours</b>	<b>Total</b>
Course Duration	14	3	42
Out-of-Class Study	14	3	42
Portfolio	10	4	40
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	20	20
Final Exam (Final Exam Duration + Final Exam Preparation)	1	25	25
<b>Total:</b>			169
<b>Total / 30:</b>			$169 \div 30 \approx 5.6$ $\approx 6$
<b>ECTS Credit:</b>			6

## Evaluation Rubrics

### Portfolio Assessment Rubric (0–100 Points)

**Scope:** Film analyses, article reports, and field observation reports  
**Weight in Semester Evaluation:** 20%

Criterion	Description	Score Range (%)
1. Content and Conceptual Understanding	Accurately summarizes the film, article, or field observation; connects with health management and hospital concepts covered in class.	0–30
2. Analysis and Critical Thinking	Evaluates observed events/film scenes/article topics critically; explains cause-effect relationships; offers solutions or interpretations.	0–35
3. Structure and Organization	Report is logically organized; uses headings, paragraphs, and visual-audio materials appropriately.	0–15
4. Writing and Language Use	Written in clear and fluent language, adheres to grammar and academic style rules.	0–10
5. Source Use and References	Articles, lecture notes, or other academic sources are cited correctly in APA style.	0–10

\*Note: The evaluation criteria specified in the Vocational School Report Writing Guide will be taken into consideration.