

Türkiye's Brain Base

MEDICAL DOCUMENTATION AND SECRETARIAL PROGRAM

Instructor Language: Turkish English Preparatory Year: Optional Score Type: TYT



Objective

Medical Documentation and Secretarial Program is a program that trains Medical Secretaries in private and public institutions and organizations; who can arrange the appointment services of the patient, make the admission procedures, inform the patient about the functioning of the institution and medical services, keep the patient's records, carry out the communication and correspondence services in the administrative and medical units, archive the patient files and other documents and report necessary with scientific methods and presenting the diseases, undertake the task of classifying and coding the procedures and health-related problems according to the international classification systems determined, compile the data related to medical statistics, analyze the data with scientific methods and report the results periodically to the relevant parties.

Within the scope of Üsküdar University Medical Documentation and Secretarial Program, it is aimed to train health personnel who can use tools and equipment and give importance to human health for the purpose of compiling, organizing and presenting the

findings obtained from scientific researches in various branches of medicine and health technology required by health institutions and organizations, equipped with the knowledge and skills trained in this field, advanced research and problem-solving skills, cultural background and communication, technological skills.

Employment Opportunities

First year students of the Medical Documentation and Secretarial Program are required to do an internship for 20 (twenty) working days on the dates determined by the Internship Education Commission (in July-August). It is essential that internships are carried out in institutions that are deemed appropriate by the directorate of our university in the country and abroad. Internship evaluations and applications are made in accordance with the Health Services Vocational School Internship Directive.

Vertical Transfer Opportunities

With vertical transfer exam, it is possible to transfer to "Business Administration, Health Management, International Business Management" undergraduate programs.

CURRICULUM

FIRST YEAR											
FALL SEMESTER (First Semester)						SPRING SEMESTER (Second Semester)					
Code	Course Title	T	A	C	ECTS	Code	Course Title	T	A	C	ECTS
SKI111	GENERAL BUSINESS (UEC)	2	0	2	3	SKI103	GENERAL ACCOUNTING	2	0	2	3
TDS105	SPEECH AND DICTION (DEC)	2	0	2	6	TDS118	GENERAL HEALTH INFIORMATION	2	0	2	3
INGU101	ENGLISH I	3	0	3	3	INGU102	ENGLISH II	3	0	3	3
RPSI209	POSITIVE PSYCHOLOGY AND COMMUNICATION SKILLS (UEC)	2	0	2	3	TDS108	MEDICAL DOCUMENTATION AND SECRATARIATE (DEC)	2	0	2	3
TDS107	HEALTH STATISTICS	2	0	2	6	TURK102	TURKISH LANGUAGE II	2	0	2	3
MYO003	MEDICAL TERMINOLOGY	2	0	2	2	RKUL102	UNIVERSITY CULTURE II (UEC)	0	2	1	1
ATA101	ATATÜRK'S PRINCIPLES AND HISTORY OF TURKISH REVOLUTION I	2	0	2	3	ATA102	ATATÜRK'S PRINCIPLES AND HISTORY OF TURKISH REVOLUTION II	2	0	2	3
TURK101	TURKISH LANGUAGE I	2	0	2	3	TDS999	INTERNSHIP**	0	20 work days	0	9
RKUL101	UNIVERSITY CULTURE I (UE)*	0	2	1	1	TDS116	WRITING TECHNIQUES	2	0	2	2
TOTAL		17	2	18	30	TOTAL		15	2	16	30

SECOND YEAR											
FALL SEMESTER (Third Semester)						SPRING SEMESTER (Fourth Semester)					
Code	Course Title	T	A	C	ECTS	Code	Course Title	T	A	C	ECTS
SKI221	HOSPITAL INFORMATION SYSTEMS (DEC)	3	0	3	6	SKI216	HEALTH ECONOMICS	2	0	2	5
TDS227	HOSPITAL MANAGEMENT AND ORGANIZATION (DEC)	2	0	2	7	TDS218	HEALTH ORGANIZATIONS MANAGEMENT	2	0	2	7
ILK101	FIRST AID	2	0	2	3	TDS210	PUBLIC RELATIONS IN HEALTH INSTUTIONS	2	0	2	7
OSG111	OCCUPATIONAL HEALTH AND SAFETY	2	0	2	3	SKI201	QUALITY MANAGEMENT IN HEALTH INSTUTIONS	2	0	2	4
TDS221	KEYBOARD AND TYPING TECHNIQUES*	2	2	3	6	SKI218	HEALTH LEGISLATION	2	0	2	4
MET101	OCCUPATIONAL ETHICS	2	0	2	2	MYO015	SOCIAL RESPONSIBILITY PROJECT	2	0	2	2
SKI217	HEALTH INSURANCE	2	0	2	4						
TOTAL		15	2	16	31	TOTAL		12	0	12	29

(T) THEORETICAL HOUR (A) APPLICATION HOUR (C) LOCAL CREDIT (ECTS) EUROPEAN CREDIT TRANSFER SYSTEM

DEC: Departmental Elective Courses

UEC: University Elective Courses

CRITERIA REQUIRED FOR GRADUATION	
THEORETICAL HOUR	59
APPLICATION HOUR	6
LOCAL CREDIT	62
ECTS	120
TOTAL ECTS OF ELECTIVE COURSES (UNIVERSITY + DEPARTMENT + VS)	30
(25% of TOTAL ECTS)	30

* Applied Course

** Vocational Education in Business

***Internship