



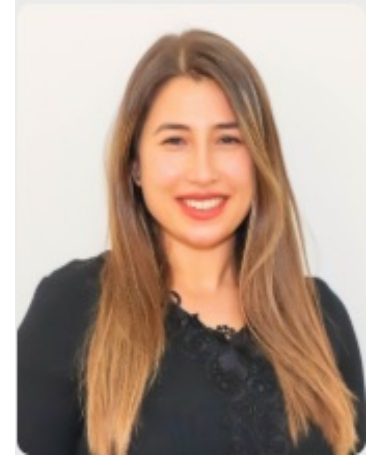
TARSUS
UNIVERSITY



Vocational School of Health Services

Medical Documentation and Secretariat

Graduates of the Medical Documentation and Secretarial Services Program undertake various roles in healthcare institutions. They are often the first personnel to welcome patients, create patient records, manage filing procedures, ensure that archival systems are maintained regularly in accordance with international standards, and contribute to the timely and accurate delivery of healthcare services. The primary objective of the Medical Documentation and Secretarial Services Program at Tarsus University is to train qualified professionals who are capable of working in both the public and private sectors, possess the fundamental knowledge and skills required in the field of healthcare services, follow current and emerging developments in the sector, undertake different roles in hospitals, and perform these roles effectively and responsibly. In line with this objective, our dynamic academic staff, who cooperate closely with experts from the healthcare sector, provide high-quality education through an intensive curriculum that keeps pace with technological developments. We invite our prospective students to become part of this innovative educational environment. We would be delighted to welcome you among us.



Lecturer Ph.D. Büşra GÖK
Head of Program

Program Overview

In parallel with the increase in healthcare investments, the demand for qualified personnel in the field of medical documentation and secretarial services is also growing day by day. The rapid development of healthcare technologies, together with the increasing expectations of patients and service users, has made the need for professional medical secretaries in healthcare services more evident than ever. The Medical Documentation and Secretarial Services Program, offered within the Department of Medical Services and Techniques, is a two-year associate degree program. Medical documentation and secretarial services in public and private healthcare institutions and organizations include arranging patient appointments, carrying out admission procedures, informing patients about the functioning of the institution and the medical services provided, maintaining patient records, managing communication and correspondence in administrative and medical units, archiving and providing access to patient files and other necessary documents and reports using scientific methods, classifying and coding diseases, procedures, and health-related problems in accordance with internationally recognized classification systems, compiling data related to medical statistics, analyzing such data using scientific methods, and periodically reporting the results to the relevant authorities.

Medical Documentation, Medical Terminology, Management of Healthcare Institutions, Information Management, Hospital Automation, Office Management and Secretarial Skills, and Health Insurance are only some of the courses offered within our program. We attach great importance to elective courses and provide our students with a wide range of options. We make extensive use of information technologies and aim to help students adapt effectively to technological developments. In addition, through the compulsory internship program, we support our students in gaining practical experience during their education.

In this context, the aim of the Medical Documentation and Secretarial Services Program is to train qualified medical secretaries and healthcare personnel who can record and archive medical documents, compile information and documents stored in printed or electronic form, use medical terminology effectively, save time for both healthcare providers and service users through strong written and verbal communication skills, and carry out their professional duties in accordance with ethical principles.

Tarsus University
Vocational School of Health Services

Medical Doc. and Secretariat

Duration
2 Years

Score Type
TYT

Quota
30

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