Level one

Code	No	Title	Unit
Eng	١١٠١	Intensive English ١	٩
Com	١١٠٣	Applications on Personal Computer	٣
BA	١٢٠١	Communication Skills	٢
MRT	١١٠١	Medical Records Sciences	٣(٢+٢)
MRT	١١٠٢	Medical Terminology	٣
		Total	٢٠

Level Tow

Code	No	Title	Unit
Eng	١١٠٢	Intensive English ٢	٩
Islam	١١٠٢	Islam and Medical Sciences	٢
MRT	١١٠٥	Organization of Healthcare Services	٢
MRT	١١٠٦	Hospitals Statistics	٢
MRT	١١٠٣	Word Processomg	٢(١+٢)
MRT	١٢٠٦	Ethical & Legal Issues in Medical Records	٢
		Total	١٩

Level Three

Code	No	Title	Unit
MRT	١١٠٧	Medical Records Administration	٢
MRT	١٢٠١	Medical Records Filing Systems	٣(٢+٢)
MRT	١٢٠٢	Indexes & Classification Systems	٣(٢+٢)
MRT	١٢٠٣	Health Information Systems	٣(٢+٢)
MRT	١٢٠٥	Long Term Care Medical Records	٢
MRT	١٢٠٤	Authentication in Medical Records	٣
		Total	١٦

Level Four

Code	No	Title	Unit
MRT	١٢٠٨	Selected Topics in Medical Records	٢(١+٢)
MRT	١٢٠٩	Databases& Applications	٣(٢+٢)
MRT	١٢١٠	Location, Space, and Equipments Requirements in Medical Records	٣(٢+٢)
MRT	١٢١١	Quality Management	٣
MRT	١٢١٢	Introduction to Biostatistics	٣
MRT	١٢١٣	Research Methods in Health Sciences	٣
		Total	١٦

Level five

Code	No	Title	Unit
MRT	١٣١٠	Internship in Medical Records	١٨(٠+٣٦)
		Total	١٨

Level One

ENG.١١٠١	**Intensive English ١**	٩

COURSE DESCRIPTION:

To consolidate and extend students' knowledge of English Language up to the intermediate level. by promoting its use in reading, writing, listening and speaking, for general and study purposes.

COM.١١٠٣	**Applications on Personal Computer**	٣

COURSE DESCRIPTION:

The course is designed to introduce the student to basic computer systems and some of the more common software applications. Emphasis is placed on computer applications in a hospital environment and a 'hands-on' approach is adopted.

MRT.١١٠١	**Medical Records Sciences**	٣ (٢+٢)

COURSE DESCRIPTION

This course provides students with the basic knowledge about medical records to enable students to learn basic medical office skill, create and manage medical charts and records.

MRT.١١٠٢	**Medical Terminology**	٣

COURSE DESCRIPTION :

The course is designed to cover the essential medical terminology required in the clinical studies program.

OBJECTIVES:

The course consolidates student's medical language knowledge allowing him / her to proceed with confidence into the clinical part of his / her studies.

ENG.١١٠٢	**Intensive English ٢**	٩

COURSE DESCRIPTION:

To further develop students' knowledge of English by promoting its use in reading, writing, listening and speaking for general purposes and for purposes of technical study in a hospital environment.

ISLAM ١١٠٢	**Islam & Medical Sciences**	٢

COURSE DESCRIPTION:

The course is designed to enlighten the student about the religion of Islam and its provisions, particularly with regard to professional practice within the field of medical care. History of Islamic Medicine and the contributions of Muslim physicians to medical progress is also indicated.

MRT ١١٠٥	**Organization of Healthcare Services**	٤

COURSE DESCRIPTION:

This course provides the student with a complete understanding of the structure and operation of Saudi Health Care delivery system with a special focus on the hospital. In addition, the course will include the following: a brief history on the development of the hospital; an overview on how hospitals are managed; an outline of the various patient types; a review of the medical staff, nursing services, ancillary services, and other support services; an overview of accreditation; and a survey of Saudi Health Care.

MRT ١١٠٦	**Hospitals Statistics**	٢

COURSE DESCRIPTION:

This course presents information relating to the basic statistical data needed by a health facility's governing board, medical staff and by outside agencies. Uniform terminology in health care statistical data compilations is also provided with the student receiving instruction in Glossary definitions of patients, patient characteristics, facilities, surgical operations, live births and fetal deaths. In addition, the commonly computed rates and percentages for inpatients are introduced, divided into six parts- inpatient census data and its use, percentage of occupancy, mortality rates, autopsy rates, other rates and length of stay. Opportunities for extensive practice in computing rates and percentages will be provided for the student in a supervised laboratory setting.

MRT ١١٠٣	**Word Processing**	٢(١+٢)

COURSE DESCRIPTION:

The student will receive instruction and hands-on experience using Microsoft Office Software on microcomputers. Proofreading skills are reinforced in this course. Offices have undergone a rapid state of change to become more efficient. New technologies and careers have been developed in contemporary offices with the advent of word processing equipment. This course will meet the needs of secretaries, supervisors, editors, proofreaders, clerks, analysts, managers, or others engaged in office work in government, private industry, or social service organizations.

MRT ١٢٠٦	**Ethical & Legal Issues in Medical Records**	٢

COURSE DESCRIPTION:

This course introduces students to various issues related to work ethics and legal aspect, and their implications, and compares the Saudi Labor Laws with those from other countries. It aims to discuss employer- employees rights and breach of employment contracts, and provides information on employer-employee responsibility and accountability.

MRT ١١٠٧	**Medical Records Administration**	٢

COURSE DESCRIPTION:

This course provides the students with the following:

١. Knowledge about physician services and hospital based inpatient and outpatient services.

٢. Knowledge about health database management, documentation requirements, and liability related to medical records and health care issues.

٣. Knowledge to observe and practice of management functions.

٤. In-depth knowledge about coding using ICD-٩

international coding system.

MRT ١٢٠١	**Medical Records Filing System**	٣ (٢+٢)

COURSE DESCRIPTION:

This course will provide information about the content of the medical record, numbering, filing and microfilm, accreditation and certification standards. Practice in the assembly and analysis of medical records, numbering and filing systems.

Upon successful completion of this course, the student will have demonstrated competency in accessing, assembly and analysis of medical records, and abstracting data from records, storage and review of records, security, and privacy issues regarding health information.

MRT ١٢٠٢	**Indexes & Classification systems**	٣ (٢+٢)

COURSE DESCRIPTION:

This course will explore CPT-٤ Coding system and its use in various

reimbursement and data collection schemers. Students will apply CPT coding principles to various exercises and practice health codes, in a lab setting. Reimbursement systems utilizes CPT coding as their basis will be studied.

MRT ١٢٠٢	**Health Information Systems**	٣ (٢+٢)

COURSE DESCRIPTION:

This course is designed to introduce the student to commonly used medical record forms in the health care facility. In addition, the student will become familiarized with documentation requirements and the role of various health care professionals in documenting and completing the medical record forms. Efficient record numbering and filing systems will be stressed as one of the key functions in establishing good rapport with other departments of the health care facility. In addition, hands-on experience in the accurate assembly of records in a prescribed order will be provided.

MRT ١٢٠٥	**Long term care medical records**	٢

COURSE DESCRIPTION:

The purpose of this course is to acquaint students pursuing career in medical records with the dynamic and increasingly important field of long term care. It provides a comprehensive overview of programs, policies, and services examines the issues, challenges and dilemmas confronting long term care management and others in the field of health services.

MRT ١٢٠٤	**Authentication in Medical Records**	٣

COURSE DESCRIPTION:

The Medical Records Department maintains a file of how physicians authenticate their entries in the medical records. Physicians are requested to fill in an authentication form and return it to medical records. Electronic authentication can be implemented by clinical service for transcribed documents such as operative reports, discharge summaries, and clinic notes.

MRT ١٢٠٨	**Selected Topics in Medical Records**	٢ (١+٢)

COURSE DESCRIPTION:

The course focuses on selected topics in medical records. The course is structured as a seminar where students present papers to their peers. There will be one team assignment. The course project will entail submitting a paper outlining novel ideas. Students are encouraged to work in groups.

MRT ١٢٠٩	**Database Applications**	٣ (٢+٢)

COURSE DESCRIPTION:

An introduction to database theory and development principles with an emphasis on the design of database systems and applications. Topics includes database design theory, client/server database application models SQL, and data normalization. Focuses on specific applications that are important in a variety of computer information systems. Applications are examined from the perspective of user needs and program design.

MRT ١٢١٠	**Planning & Designing of Medical Records Department**	٣ (٢+٢)

COURSE DESCRIPTION:

This course prepares the students for the entry-level in the planning and designing of Medical Records Department. To introduce students to the various methods of planning, and designing Medical Records Department with emphasis on the structure of the Department and required components.

MRT ١٢١١	**Quality Management**	٣

COURSE DESCRIPTION:

This Course is designed to introduce the student to the definition, concepts, principles and practicalities of quality in health care, inclusive of the four components of a quality assurance program: Quality Assessment, Utilization Management, credentialing, and Risk Management. Such issues as defining quality, measurement and assurance of quality, effectiveness of quality assurance, and other critical ethical issues for quality assurance will be

MRT ١٢١٢	**Introduction to Biostatics**	٢

discussed. The JCAHO standards, as they relate to the above-mentioned components, will also be presented.

MRT ١٢١٣	**Research Methods in Health Sciences**	٣

COURSE DESCRIPTION:

This course provides student with the basic but vigorous methodological skills so that they acquire the skills necessary to conduct research in related fields.

INTERNSHIP

MRT ١٣١٠	**Internship in Medical Records**	١٨ (٠ + ٣٦)

DUTIES AND DEFINITIONS:-

١. The period of internship is defined as (٦) months.

٢. The internship period of six (٦) months should be completed in the training institution regardless of time spent by the interns as night duty, work on weekends or overtime as required by regular staff.

٣. Interns will follow exactly the working hours and working procedures of the host institution. For example: if night duty or work on weekends is required of regular staff, interns will also be subjected to such.

٤. Absences from work not substantiated by certified Medical excuses will be reported and penalties will be assessed in terms of missed time. Tardiness and absences from the work site will likewise be subject to punishment.

٥. Periodic reports will be made by the preceptor of the host institution.

Any final evaluation below satisfactory will mean repeating such portion of the internship at the end of the regular period.