Summarising Medical Records

Trainer Information

Alex Hall has worked in the clinical IT industry since 2002, both with pharmacy IT, and since 2006 with GP surgeries. Having worked as a trainer for the majority of this time, Alex has been involved with all aspects of IT on a practical, working level, whether it's giving one-on-one training to a GP, nurse, or admin member of staff, training a group of surgery/pharmacy staff, or presenting to 300 members of a national user group.

Booking Information

To book a place/s email
bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.

Date:	**4th December 2024**
Times:	**0930-1630**
Venue:	**Microsoft Teams Online Platform**
Places available:	**10**

Fee/s:	**NfP Members**	**£95**
	Non Members	**£140**

This workshop is suitable for: Non-clinical staff

Information

Data quality is essential for continuity of care, and it improves the usability of the medical record.
It also facilitates the Quality & Outcomes Framework with comprehensive disease registers.
Summarising requires intense concentration and attention to detail.
It is imperative that summarisers recognize the importance of the facts they are deriving from medical records and understand the choice of codes.

Aims and Objectives.

By the end of this course Candidates will have gained the necessary knowledge, skills and, having completed practical assessment and competencies at their workplace (working from their Practice Protocol), will be able to carry out their role safely and effectively.

Learning Outcomes.

Candidates will have gained an understanding of:

- the purpose and significance of summarising medical records.
- systematic summarising of medical records.
- the impact of the Quality and Outcomes Framework.

Agenda

- What is a records summary?
- Systematic summarising of medical records [with sample medical notes]
- Quality & Outcomes Framework - clinical targets/ coding
- Classification of problems
- GP2GP – overview
- SNOMED CT – overview
- Relevant terminology and linked medication – some examples
- Data Protection and Confidentiality
- Summarising Medical Records Policy – what it should include.
- Systems to support staff.e.g. Training Schedule/Mentor/QA/Action plan

NB This course does not include Read Codes or IT input.