

A Systematic Approach to Summarising Medical Records

Duration

One day (9.30am -4.00pm)

Maximum number of participants per course

The maximum number of participants for this course is 15

Aims and Objectives

The Systematic Approach to Summarising Medical Records Course is designed to enable delegates to create (or challenge) an effective protocol for organising, pruning and summarising medical records and so carry out their role more effectively.

The objectives of the course are to enable delegates to be able to:

- state the importance of having a logical approach to summarising medical records;
- create protocols for organising, pruning and summarising medical records, in conjunction with their Practice Manager and GPs;
- summarise medical records in an efficient and effective manner;
- explain an overview of the Data Protection Act in so far as it relates to their role;
- identify issues that they need to follow up when returning to their place of work.

Course outline

- Overview of medical records
- Organising medical records
- Protocol formation
- Pruning and summarising medical records
- GMS contract and the effect on summarising
- Data protection and confidentiality
- Medical Terminology
- Summarising practical exercises

Delegate profile

For any staff managing medical records systems. For staff responsible for undertaking the organising, sorting and summarising of medical records and also for those for whom this may become part of their role. (This course does not cover any issues in relation to inputting into the computer or Read codes).

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A Systematic Approach to Summarising Medical Records Course Programme

Session 1	Organising medical records Understanding 'a Protocol' The importance of a Practice Protocol
Session 2	Pruning medical records Discussion of legal implications of pruning medical records NB There are no absolute guidelines for pruning and can only be discussed in the light of the above and <i>must be agreed</i> within the Practice Protocol with the permission of the doctors and Practice Manager
Session 3	Hands on organising and pruning a dummy set of medical records – Set 1 (provided by Medical Services Training)
Session 4	Summarising medical records: The advantages- Why? What? – to include or exclude. Summarise Set 1 of dummy set of notes and evaluate
Session 5	Related medical terminology and abbreviations
Session 6	Discussion on the impact of the new GMS Contract
Session 7	Data Protection: Relevance and Importance Confidentiality
Close	Course evaluation, certificates

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