

READ CODES - BEGINNERS/REFRESHER & ADVANCED

(V2 or CTv3)

Overview:

Read Codes are pivotal to every piece of data we enter into our clinical systems. They determine:

- **Patient's past medical history**
- **Patient's on-going clinical care**
- **Clinical governance**
- **Income**

Because of these reasons, it is essential that everyone who enters patient data has received the appropriate training.

Entering incorrectly coded data could be catastrophic. Whilst it is not necessary to attend an in-depth course on read codes, there are key messages which all staff should be aware of when entering data.

Note: Read Code seminars are tailored to the needs of the audience - the content for beginners will concentrate very much around the structure of read codes, why codes are important & how to find the correct code. We also stress the importance of understanding your practice editing/deleting policies & processes. For more advanced users, the session includes areas around data quality & data validation. This seminar is often run in conjunction with other topics such as Summarising or Prevalence. Where you are planning on running in-house read code training, we would strongly recommend hands-on clinical system training - we would be happy to discuss your individual requirements & tailor training to meet your group/staff needs.

Who should attend?

This session is essential for all members of staff who enter data into patients' medical records - it is a basic session so ideal for all new members of staff and staff who require refresher Read Code training.

How will this course benefit you?

This session will ensure all delegates grasp the key messages around read codes, why they are important & how low quality data entry will affect patient care & safety as well as practice income.

Course Programme/Agenda:

- What are Read Codes?
- Why do we need to code?
- Using Read Codes
 - How the Hierarchy/structure works
 - Read Code Chapters
 - Searching for the right Codes
 - Making coding easier
- Browsing the Hierarchy
- Abbreviations within Codes
- Data Quality
 - Improving Data Quality
 - Practical steps to Data Quality
 - Correcting existing data (including deletion/editing policies)
 - Common errors
 - Adding a diagnosis

Course Duration:

Half-day seminar/Full-day seminar/Webinar

Contact Details:

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Agenda's mainly apply to off-the-shelf seminar sessions - for on-site training all topics are tailored entirely to meet the needs of your practice.

For information on dates & costs, or for any further information please contact us.