

SUMMARISING PATIENT RECORDS -

Ensure your process is the best, simplest & most effective it can be

Overview:

A summary of the patient record is critical for the clinician to see at a glance the patient's medical history & to provide accurate & appropriate on-going treatment.

Everyone who enters any patient data onto your clinical system could be contributing to a patient summary, therefore, everyone needs to understand what a summary is, why it is important & what information should be included.

What is equally important is your process for identifying missing data, once identified what is the next step?

Summarising is not a one-off exercise, it is a continuous process, therefore, initial training & refresher training for summarising is a must for all staff.

Note: Generally all summarising training will incorporate elements of read code training - these two topics can be amalgamated as one half-day topic or can be delivered as a full-day seminar.

Who should attend?

This seminar is recommended for ALL members of staff who enter any patient related data - it is especially relevant to non-clinical staff.

How will this course benefit you?

This seminar will ensure that your staff, both new & existing, understand what a patient summary should deliver & why, what should be included in a patient summary, your process for managing 'missing' data & any relevant read codes around the summarising process. This will ensure you deliver the highest possible patient care & safety.

Course Programme/Agenda:

- What is a summary
- Why do we summarise, why are they important?
- Legal considerations
- What do we summarise
- What not to summarise
- Updating/editing patient summaries
- Preparation
- The summarising process
- Scenarios

Course Duration:

Half-day seminar

Full-day seminar to incorporate read code training

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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.