

Summarising patient notes training

This training explores the most effective ways of summarising patient notes electronically, and has been developed to help practices to maximise their nGMS Contract points. The session also includes valuable advice and guidance on creating a practice procedure, together with practical information and training on data recording and auditing strategies.

Why is training important?

It is vital that you receive training from a reliable/official source, to ensure that the information provided is consistent, correct and up to date. Don't teach yourself bad habits: training will confirm and consolidate your knowledge and improve your confidence in learning new skills.

Who should attend?

The training will benefit:

- n All practice staff involved in summarising patient notes and adding historical medical record data.
- n Primary care trusts (PCTs).

Objectives and learning outcomes

The training session will:

- n Enable the practice to obtain **45 points** within the nGMS Contract.
- n Provide advice and guidance on creating a practice procedure for summarising patient notes.
- n Provide training on how to use your clinical system to its full potential. This will enable your practice to:
 - n Meet other clinical indicators through effective data entry.
 - n Maximise efficiency by using a preferred clinical terms set.
 - n Increase knowledge through useful handouts.

How do I book training?

Don't miss your opportunity to learn how to maximise your nGMS Contract points. The *Summarising patient notes* training session is available in the following formats:

- n One full-day on-site training @ £445 + VAT.
- n Half-day seminar @ £45 + VAT per delegate (up to 30 delegates).
- n Half-day seminar @ £625 + VAT (PCT sponsored).

Using examples and extensive practice knowledge, EMIS operations managers will present an overview of the advantages and disadvantages of summarising, along with hints and tips on the most effective ways to summarise notes.

To book a session, or for further information, contact EMIS Field Operations Support on 0845 123 4455.

Every effort is made to ensure that your EMIS documentation is up to date, but our commitment to constantly improve our software and systems means that there may have been changes since this document was produced.

■ tel: 0845 123 4455 ■ fax: 0113 380 3256 ■ email: fieldoperations@e-mis.com ■ www.emis-online.com

EMIS Support • Fulford Grange • Micklefield Lane • Rawdon • Leeds • LS19 6BA