

## Progressing towards paper-light

With the emphasis of the NHS strategies on 'People not Paper' many practices are taking steps towards becoming paper-light.

Utilising EMIS to replace paper flows will benefit your practice in many ways including:

- n Easier access to accurate data
- n Sharing information with PCT and other health care communities
- n Freeing storage space
- n Faster response to patient enquiries
- n Increasing available staff time to support patient care

## What training is available?

The training is a full-day seminar/workshop format and has been designed to offer advice and information in line with NHS strategy guidelines. It will focus on the various procedures required and the benefits to practice staff and patients.

## Who should attend?

GPs, Practice managers, practice IT leads, clerical staff, nursing teams, PCT IT facilitators would all benefit from the Progressing towards paper-light seminar.

## Objectives and learning outcomes

Delegates will have an opportunity to learn how to:

- n Consider the implications and benefits in reducing paper flows
- n Identify the paper processes in preparation for a controlled migration away from paper
- n Prepare disaster recovery policies
- n Implement security procedures in line with Caldicott and Data Protection Policies
- n Learn shortcuts and faster methods for adding data to your EMIS system
- n Develop a practice plan

## How do I book training?

It is vital that you have training from a reliable/official source to ensure that the quality of the information is consistent, correct and up to date. EMIS has achieved 70% excellent and 28% good feedback from delegates who have attended EMIS training.

Don't teach yourself bad habits; training will confirm, consolidate knowledge and improve your confidence in learning new skills. The seminar is available as:

- n One day seminar @ **£95 + VAT** per delegate (maximum **15** delegates)
- n One day seminar @ **£790 + VAT** (PCT sponsored, maximum **15** delegates)

If you feel your practice would be better served by having dedicated on site training, or for further information and bookings, please contact Field Operations on 0845 123 4455.

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