



Agenda

Clinical Notes Summarising in Primary Care

A Half Day Workshop

Course Objectives: This practical and interactive workshop has been designed specifically for summarisers within primary care to enable them to understand the purpose and significance of summarising both new patient records and incoming correspondence. The workshop will provide a suggested step by step process for summarising new patient records. Information provided during the session is in accordance with the Good Practice Guidelines for GP electronic patient records V4 (2011).

DELEGATES MUST HAVE A GOOD WORKING KNOWLEDGE OF READ CODES/ CTV3 CODES PRIOR TO ATTENDING THIS SESSION.

Arrival

Welcome, introductions and objectives

The purpose and significance of summarising in primary care

What is required before you start

- The summarising process

Break

The importance of Episodicity

Use of Problems (if appropriate)

Hints and tips on data entry

The importance of an accurate Summary

Records received via GP2GP

Quality Assurance and maintenance

Hints and tips on coding correctly

CARAT

Questions and Close