



EMIS Notes Summarising

Duration

Up to 3 hours

Who is this course for?

This course is aimed at administrative staff who will be taking up summarising work within the practice. It is important to note that this is an introductory course. We recommend that users complete the *Medical Terminology* and *Clinical Coding* courses before taking the Notes Summarising training

Aim

To familiarise learners with the principles of notes summarising in EMIS Web

Learning Objectives / Outcomes – at the end of the session learners will be able to:

- Identify the reasons for summarising, and the need for accuracy in coding data
- Apply the criteria for selecting information to summarise
- Record information accurately in a medical record, as part of the summarising process
- Handle sensitive and personal information appropriately
- Adhere to the legislation relevant to medical records