



www.networkforpractices.co.uk

Trainer Information

Alex Hall has worked in the clinical IT industry since 2002, both with pharmacy IT, and since 2006 with GP surgeries. Having worked as a trainer for the majority of this time, Alex has been involved with all aspects of IT on a practical, working level, whether it's giving one-on-one training to a GP, nurse, or admin member of staff, training a group of surgery/pharmacy staff, or presenting to 300 members of a national user group.

Booking Information

To book a place/s email
bookings@networkforpractices.co.uk

Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £45 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.

Summarising Medical Records

Date: 10th December 2025
Times: 0930-1630
Venue: Microsoft Teams Online Platform
Places available: 10

Fee/s:	NfP Members	£95
	Non Members	£140

This workshop is suitable for: Non-clinical staff

Information

Data quality is essential for continuity of care and improves the usability of the medical record. It also facilitates the Quality & Outcomes Framework with comprehensive disease registers.

Summarising requires intense concentration and attention to detail. It is imperative that summarisers recognize the importance of the facts they are deriving from medical records and understand the choice of codes.

Aims and Objectives

By the end of this course candidates will have gained the necessary knowledge, skills and, having completed practical assessment and competencies at their workplace (working from their Practice Protocol), will be able to carry out their role safely and effectively.

Learning Outcomes

Candidates will have gained an understanding of:

- The purpose and significance of summarising medical records
- Systematic summarising of medical records
- The impact of the Quality and Outcomes Framework

Agenda

- What is a records summary?
- Systematic summarising of medical records [with sample medical notes]
- Quality & Outcomes Framework - clinical targets/ coding
- Classification of problems
- GP2GP – overview
- SNOMED CT – overview
- Relevant terminology and linked medication – some examples
- Data Protection and Confidentiality
- Summarising Medical Records Policy – what it should include
- Systems to support staff .e.g. Training Schedule/Mentor/QA/Action plan

Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH

Network for Practices Ltd Company No 06435074. - Incorporated at Companies House, Cardiff 22nd November 2007