CUMMING SCHOOL OF MEDICINE
Office of Continuing Medical Education
and Professional Development

MEDICAL RECORD KEEPING
Pre-course online self-learning followed by face to face workshop and post-workshop webinar

Offered Multiple Times Per Year
WORKSHOP LOCATION Health Sciences Centre, 3330 Hospital Drive NW, Calgary, AB

COURSE OVERVIEW
The medical record facilitates good care. With contemporaneous documentation of patient encounters, the reflection and review can reinforce the consistency, completeness and quality of your clinical activities. This program aims to address sufficient documentation, which is central to patient safety and continuity of quality care. Participants will learn how to appropriately document patient encounters following Subjective Objective Assessment Plan (SOAP) format.

COURSE OBJECTIVES
At the end of this course, learners will be equipped to:
• recognize the general principles and multiple purposes of medical record documentation
• identify the elements and characteristics of appropriate documentation of patient encounters
• use the SOAP-based tool to self-evaluate and improve the practice of documenting patient encounters
• practice effective written communication of referral or consult letters

WHO SHOULD ATTEND
Physicians who have the need or desire to improve their medical documentation.

CREDITS
PRE-COURSE ACTIVITY
Mainpro+ Self-Learning – 4.0 credits
MOC Section 3 Self-Assessment – 4.0 hours

WORKSHOP AND POST-WORKSHOP WEBINAR
Mainpro+ Group Learning – 12.0 credits (4.0 hours at 3 credits per hour)
MOC Section 3 Self-Assessment – 4.0 hours

REGISTER ONLINE
cumming.ucalgary.ca/cme

Completion of the pre-course activity is the prerequisite of registering for the workshop and webinar.

CHECK THE COURSE WEBPAGE FOR UPCOMING WORKSHOP DATES
https://cumming.ucalgary.ca/cme/Medical-Record-Keeping

ACCOMMODATION
Registrants (workshop) must make their own accommodation arrangements.
Hotel(s) close to the University/course venue include:
Hotel Alma
169 University Gate NW
Calgary, AB T2N 1N4
Phone 403.220.2588
Toll Free 1.877.498.3203
Email stay@hotelalma.ca
hotelalma.ca
To obtain a University rate, please indicate the promotion code UOFC and show your CME&PD course confirmation/receipt upon arrival.
Participants will complete a series of learning activities:
• Online self-learning (pre-course activity)
• Face to face group learning (workshop)
• Three-month post-workshop, online group learning (webinar)

The pre-course activity is available for physicians to self-register and complete at any time. Please carefully read the how-to instruction email you receive.

The combination of a half-day workshop followed by a one-hour webinar will be offered several times per year.

Completion of the pre-course activity is the prerequisite of registering for the workshop and webinar. Individuals who have completed the pre-course activity will be notified for registration of the upcoming workshop.

Three months after the workshop, course participants will be reminded to submit sample clinical notes and referral notes. They will then attend a one-hour webinar.

CHECK THE COURSE WEBPAGE FOR UPCOMING WORKSHOP DATES https://cumming.ucalgary.ca/cme/Medical-Record-Keeping

PRE-COURSE ACTIVITY

Upon completion of the pre-course activity, learners will be equipped to:
• explain the importance of medical records
• describe the common problems in medical records documentation
• list some strategies that can be used for efficient and effective documentation
• integrate the SOAP format in the documentation
• recognize key elements of an effective referral/consult letter

PRE-COURSE CONTENT

MODULE 1
Pre-course Needs Assessment Survey

MODULE 2
Pre-course Submission of Sample Clinical Note and Referral Letter

MODULE 3
Case Vignettes
• Topic 1 Case 1
• Topic 2 Case 2
• Topic 3 Case 3

MODULE 4
Learn with the Experts
• Topic 1 Introduction
• Topic 2 Major Problems Observed in Documentation
• Topic 3 Strategies for Efficient and Effective Documentation
• Topic 4 Integrating the SOAP Tool
• Topic 5 How to Write a Good Referral or Consult Letter

MODULE 5
Pre-workshop Survey

WORKSHOP – Medical Record Documentation

After attending the workshop, learners will be equipped to:
• detect the problems and pitfalls in their own medical record documentation
• practice making clinical notes to show the clinical reasoning leading to a diagnosis and plan of care
• plan for effective documentation and written communication

WORKSHOP SCHEDULE
1230-1315 Check-in and Light Lunch
1315-1630 Workshop
1430-1445 Nutrition Break

WEBINAR – What Did You Learn and What Have You Changed

After attending the webinar, learners will be equipped to:
• self-evaluate the practice of documenting patient encounters
• integrate strategies for continuing the improvement of documentation

PROGRAM MAY CHANGE DUE TO CIRCUMSTANCES BEYOND OUR CONTROL
PLANNING COMMITTEE

Heather Armson MD MCE CCFP FCFP Course Chair
Professor, Department of Family Medicine, Cumming School of Medicine, University of Calgary; Assistant Dean, Personalized Learning, Office of Continuing Medical Education and Professional Development, Cumming School of Medicine, University of Calgary

Michael Caffaro MD CCFP
Assistant Registrar and Complaints Director, College of Physicians and Surgeons of Alberta

Nigel Flook MD CCFP FCFP
Senior Medical Advisor, College of Physicians and Surgeons of Alberta

Wes Jackson MD CCFP
Associate Professor, Department of Family Medicine, Cumming School of Medicine, University of Calgary

Monica Sargious MD CCFP
Clinical Assistant Professor, Section Chief Community Primary Care, Department of Family Medicine – Calgary Zone

Monica Wickland-Weller MD
Senior Medical Advisor, College of Physicians and Surgeons of Alberta

Chloe Burnett MSc MEd CME Representative
Education Consultant, Office of Continuing Medical Education and Professional Development, Cumming School of Medicine, University of Calgary

DISCLOSURE OF POTENTIAL FINANCIAL CONFLICTS OF INTEREST

In keeping with accreditation guidelines, speakers participating in this event have been asked to disclose to the audience any involvement with industry or other organizations that may potentially influence the presentation of the educational material. Disclosure will be done verbally and using a slide prior to the speaker’s presentation.
ACCREDITATION

The University of Calgary – Office of Continuing Medical Education and Professional Development is fully accredited by the Committee on Accreditation of Continuing Medical Education (CACME).

STUDY CREDITS

CFPC

MAINPRO+ SELF-LEARNING
(Pre-course Activity)
This one-credit-per-hour Self-Learning program meets the certification criteria of The College of Family Physicians of Canada and has been certified by the University of Calgary Office of Continuing Medical Education and Professional Development for up to 4.0 Mainpro+ credits.

MAINPRO+ GROUP LEARNING
(Workshop and Post-workshop Webinar)
This three-credit-per-hour Group Learning program has been certified by The College of Family Physicians of Canada for up to 12.0 Mainpro+ credits.

RCPSC

This program was co-developed with the College of Physicians and Surgeons of Alberta and was planned to achieve scientific integrity, objectivity and balance.

MOC SECTION 3 SELF-ASSESSMENT PROGRAM
(Pre-course Activity)
This activity is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, and approved by University of Calgary Office of Continuing Medical Education and Professional Development. You may claim a maximum of 4.0 hours (credits are automatically calculated).

(Workshop and Post-workshop Webinar)
This activity is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, and approved by University of Calgary Office of Continuing Medical Education and Professional Development. You may claim a maximum of 4.0 hours (credits are automatically calculated).
ADDITIONAL PROGRAM INFORMATION

WORKSHOP

DRESS
Dress is business casual. Sweaters or items of clothing that can be layered are recommended since temperature in the venue may fluctuate.

MEALS
This workshop offers a light lunch and nutrition break. We are sensitive to dietary requirements (for example, gluten free, peanut allergies) and do our best to offer a variety of options; however we are unable to guarantee that all dietary needs can be accommodated.

SCENT FREE
To ensure the comfort of everyone attending this event, please do not wear scented products.

CONFIRMATION OF REGISTRATION
Confirmation will be sent by email to registrants.

COURSE CANCELLATION POLICY
The Office of Continuing Medical Education and Professional Development reserves the right to cancel the course if there are insufficient registrations.

REFUND POLICY
A registration refund will be made upon written request if made at least two weeks before the start of the program; however $50 will be retained for administrative costs. No refunds will be available for cancellations made within two weeks of the start of the program and thereafter.

REIMBURSEMENT OF REGISTRATION FEES
Physicians may be eligible for reimbursement of registration fees and expenses to attend CME courses from a fund administered by the Alberta Medical Association. For more information regarding this, please call the AMA at 780.482.2626 or 1.800.272.9680.

SPONSORSHIP
This course has received an educational grant or in-kind support from the College of Physicians and Surgeons of Alberta.

REGISTRATION FEE
$700.00 plus 5% GST

REGISTER ONLINE
cumming.ucalgary.ca/cme

FOR FURTHER INFORMATION
Office of Continuing Medical Education and Professional Development, Cumming School of Medicine, University of Calgary, TRW Building, 3280 Hospital Drive NW, Calgary, AB T2N 4Z6

ABOUT COURSE CONTENT
Chloe Burnett, Education Consultant
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Email hcwu@ucalgary.ca

ABOUT GENERAL PROGRAM INFORMATION
Chloe Burnett, Education Consultant
Phone 403.220.8458
Email hcwu@ucalgary.ca

ABOUT REGISTRATION
Phone 403.220.7032
Email cmereg@ucalgary.ca