



Medical Record Keeping

Blended self-learning and group learning

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 the Subjective Objective Assessment Plan (SOAP) format.

Course Objectives

Upon completion of the course, participants 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

Planning Committee and Faculty

Heather Armson MD MCE CCFP FCFP (Chair)
Michael Caffaro MD CCFP
Sarah Weeks MD FRCPC
Nigel Flook MD CCFP FCFP
Monica Wickland-Weller MD
Utkarsh Subnis, PhD, MBBS (CME Representative)

This course is co-developed by the College of Physicians and Surgeons of Alberta and the University of Calgary CME&PD, and was planned to achieve scientific integrity, objectivity, and balance.

This program has received educational grants from the College of Physicians and Surgeons of Alberta.



Course Program

Pre-Workshop Activity

1. Pre-Workshop Needs Assessment Survey
2. Case Vignettes
3. Learn with the Experts
4. Pre-Workshop File Upload
5. Pre-Workshop Survey

Workshop

Post-Workshop Activity

- o Commitment to Change
- o Post-Workshop File Upload
- o Pre-Webinar File Upload

Three-month Post-Workshop Webinar

All the steps are REQUIRED for course completion:

- o pre-workshop activity (4 hours)
- o workshop (3 hours)
- o post-workshop activity (2 hours)
- o three-month post-workshop webinar (1 hour)

** File uploads – Course participants' own clinical notes and referral letters*

Credits

Mainpro+ Group Learning 30.0 credits (three-credit-per-hour)

MOC Section 3 Self-Assessment - 10.0 hours

Registration

This course is offered ONLINE multiple times per year. Each round of registration has specified course workshop date.

Following confirmation of your registration, you will receive instructions on how to access the online pre-workshop activity.

Course fee: \$799 +GST

Contact

Brenda Pederson, Physician Services Coordinator
brenda.pederson@ucalgary.ca