

# Medical Record Keeping

## 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

## Accreditation

### CFPC

#### **MAINPRO+ Self-Learning Program**

This three credit per hour Self – Learning program has been certified by the College of Family Physicians of Canada for up to 30 Mainpro+ credits.

### RCPSC

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 the University of Calgary Office of Continuing Medical Education & Professional Development. Participants may claim a maximum of 10 hours.

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.



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## Course Program

All the steps are **REQUIRED** for course completion:

### Online Pre-Workshop Activity (4 hrs)

- Pre – Workshop Needs Assessment Survey
- Case Vignettes
- Learn with the Experts
- File Upload 1: Clinical Note and Referral Letter

### Online Workshop (3 hrs)

### Online Post-Workshop Activity (2 hrs)

- Commitment to Change
- File Upload 2: Clinical Note & Referral Letter
- File Upload 3: Clinical Note & Referral Letter

### Online Post Workshop Webinar (1 hr)

## Registration

This course is offered ONLINE multiple times per year. Each cohort has an online workshop and an online webinar (three months apart), and nine online modules.

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

Course fee: \$799 + GST

## Planning Committee

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

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