



## Medical Records Keeping Course

Everything we do in healthcare involves some degree of communication, be it visual, verbal or written. Communicating effectively involves ensuring the proper and complete transfer of information to another.

In the practice of medicine, the provision of appropriate care necessitates the seamless and flawless flow of this information to ensure continuous, collaborative care. Unfortunately, all too often, this flow of information is not adequate or contains error which disrupts proper patient care.

This course was developed in response to an identified need to have a local (content and geographical) course on Medical Record keeping. In response to this need, and with the support of the College of Physicians and Surgeons Nova Scotia (CPSNS), we developed an online, 24/7 accessible course on medical record keeping that can be accessed from wherever and revisited to reinforce learning and practice.

**COURSE OUTLINE:** Comprising nine units, the course content includes a curated mixture of articles, websites and videos which is tested via exercises (quizzes, reflections, assignments). Feedback is provided by course instructor(s). At the start and end of course, a self assessment survey on 6 chart reviews of the participant's choosing is required. The final assignment is a commitment to change exercise.

Unit 1: Why physicians must maintain good medical records

Unit 6: Documentation of consent

Unit 2: How to keep good medical records

Unit 7: Electronic Medical Records

Unit 3: Components of an encounter

Unit 8: Third Party Correspondences

Unit 4: Consultations and referrals

Unit 9: Appendices, templates & resources

Unit 5: Documentation within the hospital

**LOGISTICS | ACCESS:** The course content is held on the Dalhousie Brightspace LMS and accessible via password protected, individual logins that allow tracking of participant progress. Guest accounts are created for non-Dalhousie affiliated participants. Once enrolled into the course, the content is available to the participant 24/7 wherever internet is available – there are no set start or end times.

**REGISTRATION:** Register via our secure online registration system [here](#) The fee for the course is **\$ 445.00**.

For more information contact [Susan.Love@Dal.Ca](mailto:Susan.Love@Dal.Ca)

### ACCREDITATION:

This one-credit-per-hour Group Learning program meets the certification criteria of the College of Family Physicians of Canada and has been certified by the Continuing Professional Development Office of Dalhousie University for up to **12** Mainpro+ credits. As an accredited provider, Dalhousie University, CPD, designates this continuing professional development activity for up to **12** credit hours as an accredited group learning Section 1 activity as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada. Educationally cosponsored by Dalhousie University Continuing Professional Development.