

Note Summarising

Date	Time	Venue
Wednesday 8 th October 2025	9am – 11am	Remote - MS Teams

Target Audience:

This training is targeted at those who haven't previously had experience of note summarising.

Course Aim: Note summarising is a specific use of coding. This training aims to give delegates the knowledge and skills to effectively code and summarise notes to provide a consistent approach across Stockport practices. It will give delegates an understanding of the implications of their work in this area and how this can have a wide ranging impact

Learning Objectives: Upon successful completion of the course delegates will be able to:

- Identify the reasons for summarising information and the need for accuracy in coding data
- Apply the criteria for selecting information to summarise
- Record information accurately in a medical record, as part of the summarising programme
- Understand the importance of having a logical approach to summarising medical records
- Understand coding – what are Snomed codes and how they are used
- Be able to summarise medical records in an efficient and effective manner
- Look at the EMIS clinical system and understand Active, Past, Major and Minor problems
- Feedback, any issues
- Gain an overview of QOF clinical targets and how summarising can help in the achievement of these targets
- Look at other areas of EMIS that can be updated during summarisation as part of EMIS housekeeping
- Identify issues that they need to follow up when returning to work

Trainer:

Kay Keane, Independent Trainer and Practice Manager at an Urban Village Medical Practice

This session will be carried out via a video conferencing platform, delegates will need a computer or smart phone to join, where possible they are encouraged to use a web camera to fully participate. All joining details will be available before the session.

Cost: The maximum cost per person for this training will be £27.50. This cost could be reduced if we receive a high number of bookings. The cost of this training will be deducted from your next practice payment from NHS GM (see over for more details).

Booking Information:

To book a place an email must be sent to gmicb-sto.learningdevelopment@nhs.net from either the Practice Manager or Lead GP confirming the names, roles and contact details of those that require places. By submitting this booking request, you are confirming that you have agreed a process to deduct any agreed costs from your next payment from NHS GM.

Locums and individuals who would like to self-fund should try to agree this process within their practice or their main practice so the above process can be followed (the next practice payment is deducted from NHS GM) and they in turn deduct payment from the individual. Where this is not possible we will arrange an alternative method of paying and self-funders should email as above to book a place/arrange payment.

Terms and Conditions

The department is sympathetic to issues which may arise, however, if an individual is unable to attend an event for any reason, the learning and development team should be contacted via e-mail on gmicb-sto.learningdevelopment@nhs.net as soon as possible (prior to **Friday 19th September 2025**).

Should NHS GM cancel the course, practices will be contacted to re-arrange the booking or will be issued a refund as required.

Practices who book any training with NHS GM, Stockport will be sent a monthly report outlining their expenditure to enable them to reconcile this with the associated payment deduction that will be shown as training costs on the itemised remittance received from NHS GM

Virtual Sessions

Please note these sessions may be recorded and shared with others working across Greater Manchester in Health & Social Care. If you attend these sessions, we will assume, you consent to the event being recorded and shared. If you have any concerns around this please email gmicb-sto.learningdevelopment@nhs.net

Additional Information

Please note that it is an employer's responsibility to ensure that individuals employed in any patient facing role (including receptionists) are up to date with the recommended vaccinations for healthcare staff as outlined in the Green Book <https://www.gov.uk/government/publications/immunisation-of-healthcare-and-laboratory-staff-the-green-book-chapter-12>

Please see full Terms and Conditions outlined in the GP Learning & Development Portfolio.