

team

associates

Advanced READ Codes - Clinical Coding Course Description

COURSE DETAILS	
Number of delegates per course	Dependant upon suitability of venue (including availability of PCs) Up to 12 preferably, max 20 per session
Duration	Half day – 3 hours 2 sessions per day - a.m. and p.m.
Pre-requisites	Attended Basic Read training – knowledge of Primary Care/systems is preferable. The course is designed for those members of staff who have a responsibility for recording and/or using primary care information such as, data entry/administration staff, practice nurses, GPs, those with a responsibility for undertaking clinical audit, and PCT staff.
Facilities required	Training room of sufficient size to comfortably accommodate number of delegates for seminar style presentation and use of PCs.
Equipment	Projection screen – provided by organising authority A minimum of one PC is required for sharing between two delegates - (sometimes provided by organising authority) All other equipment is provided by TEAM Associates Additional PCs (up to 6) may be provided by TEAM Associates at an additional cost of £50 per day.
Style	Combination of Seminar style and practical session Comprising approximately – 1.5 hours seminar style and 1.5 hours practical using PCs and exercises developed by TEAM Associates.
Content	This course builds on the content of the Basic course. There is a short review of the key points from the Basic courses then a very practical based session covering the topics below. Particular attention is given to the Quality

	<p>and Outcomes Framework of the GMS contract.</p> <p>The practical sessions provide delegates with an opportunity to put the theory into practice and to broaden their knowledge and skills.</p> <p>Delegates are encouraged throughout the sessions to ask specific questions and therefore share both problems and potential solutions with each other. We like each delegate to bring her or his own coding problems for discussion.</p> <p>Areas covered include:</p> <ul style="list-style-type: none"> • Review of Basic principle • [D], [V], [X] codes • Practical session on the above • Duplicate codes • Coding Formularies • How to be more confident and consistent in data recording, particularly in the light of the New GP contract and QoF • Exception coding for QoF • Practical session on QoF • Searching tips • Getting Registers right • Bring you own coding problems • Any other specific questions raised by delegates <p>Whether an experienced user or someone new to the role, there is always something that can be taken away from the sessions to increase understanding of clinical coding and therefore improve data recording and information retrieval.</p>
Cost	P.O.A.
Documentation	Course notes provided on attendance
Attendance Certificate	Certificate of attendance issued by TEAM Associates
Course Evaluation	Delegates are encouraged and provided with the opportunity to offer feedback on each course.
Booking details	<p>For further information, dates and bookings please contact: Jenny_powell@teamassoc.com or visit our website www.teamassoc.com</p>