

Keeping Medical Records

Overview	<p>Keeping good clinical records is essential for continuity of care, especially where many clinicians are involved in delivering care. Good record keeping is an integral part of good medical practice.</p> <p>If a doctor is faced with any legal problems as a result of their practice, a patient's notes will be the foundation of their defence.</p> <p>The session includes case scenarios to help address the importance of good record keeping, as well as outlining the common pitfalls that can lead to complaints, claims or disciplinary action.</p>
Topics covered	<ul style="list-style-type: none">■ The purpose of medical records■ What constitutes a medical record■ Consequences of poor record keeping■ Reasons for not keeping good medical records■ The essential content of a medical record■ Altering medical records■ Abbreviations and common pitfalls■ The importance of robust documentation
Who should attend?	F1/F2 doctors
Duration	50 minutes
Number of participants	Optimum 15
Format	<p>The session is run in an interactive question and answer format with opportunities for audience questions and discussion. They have proved very popular when run as an F1 or F2 teaching session.</p> <p>Following the session all attendees are provided with a copy of the <i>MPS Guide to Medical Records</i> – an essential summary of the main issues.</p>

Presenter	This talk is provided by your local MPS representative. All MPS presenters are quality assured.
Proof of learning	All attendees will receive a certificate of attendance, including a summary of the topics covered, for inclusion in their portfolios.
Booking a session	<p>For more information on the teaching sessions, or to book a session in your hospital, please contact the local representative for your region.</p> <p>Visit: www.mps.org.uk/localmps Email: juniordoctor@mps.org.uk Call: 0113 241 0622</p> <p>These talks are provided free of charge to hospitals in the UK, and as a result demand is often high, so we recommend contacting us as soon as you have a date in mind.</p>
MPS Education and Risk Management	<p>MPS is committed to the education and development of members and other healthcare professionals and has therefore developed a range of medicolegal education and risk management programmes.</p> <p>Through education we believe we can reduce healthcare professionals' exposure to complaints and improve patient safety.</p> <p>For more information on the complete range of education available, please visit: www.mps.org.uk/education</p>

For more information or to book a talk please visit
www.mps.org.uk/localmps, email juniordoctor@mps.org.uk
or call **0113 241 0622**