

## Testimonials

"Very worthwhile and practical."

"Good information...very useful."

"Attend! It (the Seminar) was excellent and very helpful."

"Very educational and excellent. Everyone should attend."

"Excellent and informative, definitely worth attending."

## Faculty

### Course Director

**Elizabeth S. Grace, M.D.**

Medical Director, CPEP; Assistant Clinical Professor, University of Colorado Denver Health Sciences Center

**Anna Wegleitner, M.D.**

Associate Medical Director, CPEP; Associate Clinical Professor, University of Colorado Denver Health Sciences Center

**Holly Elgas, M.D.**

Associate Medical Director, CPEP

**Joel Dickerman, D.O.**

Medical Director, Colorado Springs Osteopathic Foundation & Centennial Health

**Alan Lembitz, M.D.**

Vice President, COPIC Insurance Companies

**Jeff Varnell, M.D.**

Physician Risk Manager, COPIC Insurance Companies

**Michael Baillie**

Partner, Phasis Group, LLC

FOR FURTHER INFORMATION  
Fees • Enrollment • Location Schedules

Please visit our website:

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### COPIC Companies

Physicians insured by COPIC receive a discounted fee. In addition, this Seminar is approved for up to 2 ERS points.

Disclaimer: The Seminar content and materials are intended for educational purposes. Participants should consult with their referring organization or licensing authority to address specific questions about state laws or regulations.



# PATIENT CARE DOCUMENTATION SEMINAR

*and*

# PERSONALIZED IMPLEMENTATION PROGRAM

Conveniently offered in:

**Denver, Colorado**

**Newark, New Jersey**

**Louisville, Kentucky**



This Continuing Educational Activity is Jointly Sponsored by the Colorado Foundation for Medical Care and CPEP.

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# Seminar & Personalized Implementation Program

## PURPOSE

CPEP's Patient Care Documentation Seminar (Seminar) is designed to provide participants with more efficient and effective methods of documenting their patient care. Providing quality patient care is every physician's goal. However, it is sometimes challenging to keep up with changing documentation requirements and consistently maintain them in practice. In this time of scrutiny and legal challenges, it is crucial that charts accurately reflect the quality of care provided. Physicians of all specialties, as well as Physician Assistants and Advanced Practice Nurses, will benefit from this Seminar. Participants can receive up to 8 hours of CME credit for the one-day seminar.\*

## Objectives

At the completion of the Seminar, participants should be able to:

- Identify basic professionally accepted documentation guidelines;
- Identify strategies to overcome the barriers of good documentation;
- Improve the coordination of patient care among multiple care providers;
- Comprehend medical/legal issues in medical record keeping.

## Seminar

The one-day interactive Seminar incorporates presentations, group exercises, demonstrations, practice sessions, and evaluation. Participants also have the opportunity to address questions and concerns specific to their practice. Seminar size is limited to maximize the learning experience.

## Self-Directed Learning

As part of the Seminar, participants submit charts for an initial review. This chart review provides an analysis of the strengths and weaknesses of their individual charting practices. The review establishes the foundation for an effective, self-directed learning experience. Specific guidelines for chart submission are provided to address specialty and type of practice.

## Next Step

Ensure integration of enhanced documentation into daily practice by participating in the *Personalized Implementation Program*.

## AGENDA

### Part I: Outpatient

7:30 a.m.	Registration & Breakfast
8:00	Welcome & Course Overview
8:30	Principles of Good Documentation
9:30	Creating an Ideal Progress Note
10:15	Break
10:30	Outpatient Documentation Activity
11:30	Essential Elements of the Outpatient Chart
12:15 p.m.	Lunch
12:45	The Office System Timely follow-up Reminder systems
1:00	Electronic Medical Records Discussion
2:00	Medical/Legal Issues
2:45	Break

### Part II: Inpatient and Procedure

3:00	Introduction: Inpatient Charting <ul style="list-style-type: none"> <li>• Complexity</li> <li>• Systems to Minimize Error</li> </ul>
3:15	The Hospital Chart and System <ul style="list-style-type: none"> <li>• Admission Note</li> <li>• Progress Note</li> <li>• Orders</li> <li>• Consultation Notes</li> <li>• Procedure Notes</li> <li>• Informed Consent/Refusal</li> <li>• Discharge Summary</li> </ul>
4:30	Inpatient Documentation Activity
4:45	Conclusion <ul style="list-style-type: none"> <li>• "Take-home" lessons</li> </ul>
5:00	Adjourn

## PERSONALIZED IMPLEMENTATION PROGRAM (PIP)

*Requires separate enrollment and additional fee*

Following completion of the Seminar, participants are encouraged to enroll in the six-month PIP. Through a performance improvement process, participants receive individual attention, coaching and ongoing feedback to successfully incorporate new documentation principles into their practices.

- In-depth chart reviews are completed at two-month intervals. A skilled physician reviewer evaluates the participant's charts and provides detailed written and verbal feedback. This individualized coaching supports the participant's integration of skills learned at the Seminar into daily practice.
- With the documentation principles and techniques learned during the Seminar and individualized coaching, PIP participants are equipped with the tools to maintain critical changes in their documentation.

### Determination of Successful Completion

A detailed final report is provided to every Participant and, if applicable, to the referring agency after the final chart review. CPEP determines whether the participant has successfully completed the PIP by demonstrating generally acceptable medical record keeping practices.

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The PIP is designed for all participants, including those addressing requirements of licensing boards or referring organizations.

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### \*Credit

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through joint sponsorship of the Colorado Foundation for Medical Care, Office of Continuing Education (CFMC OCE) and CPEP. CFMC is accredited by the ACCME to provide continuing medical education for physicians.

Colorado Foundation for Medical Care designates this educational activity for a maximum of 8 *AMA PRA Category 1 Credits™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

CFMC has no financial responsibility for this activity.