

Agenda – Morning Session

8:00 – 8:30	Welcome and Course Overview
8:30 – 9:00	Essential Concepts in Documentation
9:00 – 10:00	Creating an Ideal Encounter Note
10:00 – 10:15	BREAK
10:15 – 10:35	Record Keeping Responsibilities
10:35 – 11:10	Essential Elements of the Chart and Record System
11:10-11:30	Documentation of Controlled Substance Prescribing
11:30 – 12:00 noon	LUNCH

Agenda – Afternoon Session

12:00 – 1:15	Medico-legal Issues related to Electronic Documentation
1:15 – 1:45	Setting & Discipline Specific Documentation
1:45 – 2:45	Billing & Coding
2:45 – 3:15	Small Group Activity: Chart Audit
3:15 – 3:30	BREAK
3:30 – 4:00	Group Activity: Knowledge Check
4:00 – 4:30	Essentials of Time Management
4:30 – 4:50	Individualized Documentation Improvement Plan
4:50 – 5:00	Conclusion