



[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

### Trainer Information

**Alex Hall** has worked in the clinical IT industry since 2002, both with pharmacy IT, and since 2006 with GP surgeries. Having worked as a trainer for the majority of this time, Alex has been involved with all aspects of IT on a practical, working level, whether it's giving one-on-one training to a GP, nurse, or admin member of staff, training a group of surgery/pharmacy staff, or presenting to 300 members of a national user group.

### Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

*Our acceptance of your booking brings into existence a legally binding contract between us on the following Terms & Conditions - If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 14 days from date of invoice.*

## Getting the best from Docman

*(Docman Intellisense & Docman Summarising)*

**Date:** 15<sup>th</sup> June 2021  
**Times:** 0930-1230  
**Venue:** Microsoft Teams Online Platform

**Places available:** 15  
**Fee/s:** NfP Members £55  
Non Members £100

**This workshop is suitable for:** All Staff

### Introduction

Learn how to master Docman using Intellisense and summarising tools.

### Aims & Objectives

#### Docman – Intellisense

- Simplification of lists
  - Letter Types
  - Organisations
  - Departments
  - Results
  - Administration
  - Read Codes
- Importance of folders
- Understanding how templates work
- Template Setup

#### Docman – Summarising

- Setup to link with clinical system
- How to search for codes
- How to spot what is and is not a duplicate
- Adding free text
- Recording results

### Learning Outcomes

By the end of this session candidates will be able to:

- Run a filing system that is:
  - Simple,
  - Consistent,
  - And efficient
- Summarise documents quickly and efficiently

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

Network for Practices Ltd Company No 06435074. - Incorporated at Companies House, Cardiff 22<sup>nd</sup> November 2007