EPA GIM Nr. 10

1. Title	**Documenting patients medical information**
2. Description (Specifications and limitations)	***Setting:*** • Home, ambulatory, telemedicine (telephone, e-mails, video) • Hospital, other institutions, nursing home ***Timeframe:*** *Starts with the documentation of the clinical encounter and ends with the completion of the relevant written summary* ***Includes the following tasks:*** • Identify, prioritize and synthesize relevant elements of the clinical encounter (in patient charts etc) • Update clinical documentation • Write a medical report (e.g. *referral letter, discharge letter, follow up notes, consultation report, etc)* ***Excludes:*** *expertise report (= needs expertise in the field);* *support the patient in writing advanced directives; Legal documents (EPA 15)*
3. Potential risks in case of failure	Threat tocontinuitiy of care, or to the institution.
4. Most relevant Competency Domains (emphasis)	• Communicator (written documentation) • Medical Expert • Professional
5. Knowledge, Skills, Attitude: key aspects	***Knowledge and Skills:*** • Identify and synthesize relevant biomedical and psychosocial information • Report an accurate representation of a specific patient's clinical picture • Describe the underlying clinical reasoning, when needed • Write an accurate, concise and well-organized medical information adapted to the context (EHR; letter; etc) and the readers • Describes the rules needed to protect patient data when documentation is meant to be sent out

	• Documents in a patient-centered manner, when documentation done in the presence of the patient. • Use the capabilities of the IT Systems and ensure data protection ***Attitudes*** • Fosters timely documentation • Demonstrates professionalism: respect, proactive involvement, integrity, reliability, collegiality • Is aware of own limits and seeks help if needed
6. Information sources to assess progress	• Evalauation of work product (chart records etc) • Multisource feedback
7. Entrustment/Supervision Level expected at the end of training	Supervise others (Level 5)
8. Expiration date	NA

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