

Proper Documentation Practices

Introduction

Regulations

- ◆ Predicate rule
- ◆ Documentation retrieval
- ◆ Inspection by FDA
- ◆ Retention
- ◆ Preservation
- ◆ Formats

Documentation Rules

- ◆ Completing documents
- ◆ Error correction
- ◆ Non compliant practices
- ◆ Falsification and fraud

Required Documents

Wrap Up

Course Length: 49 Minutes includes time to take the final exam.

Times are estimates and vary depending on the speed of taking the course assessments. Quiz questions are presented twice, once for the practice quiz and once for the final exam. Quiz times are estimated at 0.75 minutes for each question. Individual student response times may vary.

Who should take this class? New employees or those who need a detailed look at the proper rules for completing documentation in our industry. This is a great course as a part of a preventive action.

To purchase this program visit our on line shopping cart at:

<http://gallery.bcentral.com/GID5138385DD496508-CBT-Modules.aspx>

or,

Call: (415) 487-3500 to speak to a training consultant.