

FICHA RESUMO DE UNIDADE CURRICULAR ANO LETIVO DE 2020-2021

CURSO DE CTeSP EM SECRETARIADO CLÍNICO

Unidade curricular:

Sistemas informáticos de registo e referenciação

Curricular Unit:

Computer systems for recording and referencng

Objetivos da unidade curricular e competências a desenvolver (1000 carateres);

- Desenvolver competências relacionadas com os sistemas informáticos no âmbito da gestão do percurso do cidadão
- Desenvolver competências relacionadas com os sistemas informáticos no âmbito da gestão da informação e da comunicação
- Desenvolver competências relacionadas com os sistemas informáticos no âmbito da gestão de processos

Objectives of the curricular unit and competences to be developed (1000 caracteres)

- Develop skills related to computer systems in the context of managing the path of the citizen
- Develop skills related to computer systems in the scope of information and communication management
- Develop skills related to computer systems in the scope of process management

Conteúdos programáticos (1000 carateres):

Information systems and interface with the various applications and software of the SNS (RNU, UNO, SINUS, SClinico, SIIMA, among others):

a) Management of the citizen's journey

- Clear identification
 - Identification of needs and routing
- b) Information and communication management
- Distribution of information received in person and not in person
 - Document management
 - Inventory management

c) Process management

- Renewal of chronic medication
- Refunds, moderating fees and transportation
- Scheduled appointments and acute illness
- Management of population screening calls
- Monitoring of maximum response times guaranteed

Syllabus (1000 caracteres)

Information systems and interface with the various applications and software of the SNS (RNU, UNO, SINUS, SClínico, SIIMA, among others):

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Referências bibliográficas (máximo três títulos):

1. Coordenação Nacional dos Cuidados de Saúde Primários (2018) – Perfil de Funções e Competências dos secretários clínicos dos CSP. Lisboa: CNCSP.
2. DGS (2011) – Orientação nº 18/2011 - Mecanismos e procedimentos de identificação inequívoca dos doentes em instituições de saúde
3. Manuais de recursos informáticos: RNU, SINUS, UNO, SClínico, SIIMA, SIARS