**Maximizing Your Use of Microsoft Excel**®

**For Nursing Professionals**

***Course Summary*:** This course teaches Nursing professionals and related administrative support staff how to make the most effective use of Microsoft Excel® for analyzing **clinical, administrative and financial information**. All exercises and examples have been developed by nursing professionals using real-world scenarios and were created using data **from hospitals, long term care facilities, clinics, rehabilitation centers, ambulatory surgical centers, home health organizations, behavioral health organizations, private practices**, and other healthcare settings.

***Specific Skill Set Acquisition*:** As a result of taking this course, all participants will be able to effectively develop and modify Microsoft Excel® spreadsheets that accomplish the following:

1. Analyze **Length-Of-Stay (LOS)** data on multiple units of an acute care hospital;
2. Graph and chart the occurrence of **nosocomial infections** in a long term care facility;
3. Create sophisticated reports with sub-totals and totals that **track clinical productivity**;
4. Create easy-to-administer **patient assessment templates** for private practices and clinics;
5. Collect and summarize **pre-operative risk assessment** information by provider;
6. Develop effective data collection tools for **monitoring patient falls**;
7. Implement simple and effective **patient tracking systems** across multiple providers;
8. Track **surgical implant usage and history** by vendor, date, and cost;
9. Quickly and easily download clinical data from the **Internet for analysis** using Microsoft Excel®;
10. Develop **clinical decision-support** tools for healthcare data analysis;
11. **Integrate Electronic Health Record (EHR) data** with Microsoft Excel® spreadsheets;
12. Integrate Clinical Charts and Graphs into **Microsoft Power Point**® **presentations;**
13. And many other **practical clinical examples,** all based on nursing practice.

***Who Will Benefit From This Course*:** Nursing professionals of all levels (LPN, GN, RN, BSN, MSN, and others) as well as administrative support staff who work closely with nursing professionals will find this course useful. In addition, healthcare fiscal administrative personnel and others with an interest in the area of clinical data management will benefit from this course content.

***Previous Knowledge*:** No previous knowledge of Microsoft Excel® or any other software tool is necessary. The only prerequisite for this course is the willingness of each participant to actively engage with their peers in a learning experience which encourages sharing of information so that all participants benefit from the collective experience of their colleagues.

***For More Information*:** In order to obtain more information about this course, please send an e-mail to [*info@healthcarePCtraining.com*](mailto:info@healthcarePCtraining.com). One of our representatives will contact you within 24 hours to answer any questions that you may have about this course or any of the other courses that we offer for healthcare professionals.