



TRAINING GUIDELINES for WORKSHOPS - Project TOOLS TO FLY

1.	Title of the training course In the digital world - Workshops on a theme “Integrated Patient Information Record” (Zintegrowany Informator Pacjenta – ZIP)
2.	Objectives of the training course The aim of the workshop is an acquisition of the skills of using ZIP online system and the obtainments of information with it, and in particular: <ul style="list-style-type: none">• receiving the access and the registration to the system,• logging on,• taking control of the strategy of the effective seeking out of data.
3.	Short description of the course content During the course participants will familiarize with methods of searching for necessary information concerning medical services provided by the National Health Fund, and among them: <ul style="list-style-type: none">• access to current announcements and announcements,• knowledge about legal basis, with considering principles of the service delivery (local and abroad) and of their refund,• knowledge regarding preventive programs,• access to the lists of doctor’s surgery, clinics, hospitals, institutions of the ad-hoc health assistance, sanatoriums and pharmacies,• the time-limit of waiting for the sprcific medical treatment,• information of medical costs concerning each persons health treatment at the past.
4.	Target group(s) Persons 50+
5.	Methodology used The basic form of training is presentation prepared with taking into account the needs and the ICT abilities of people 50+.

	On the basis of this presentation and instructions the participants will carry out logging on to the system and within the practical workshop they fill appropriate forms for the purpose of the obtainment of much-desired information.
6.	Course duration & follow-up activities, if any 3-5 h
7.	Necessary materials/resources The booklet containing basic forms of the program and the short description how to fill them. Workshop take place in computer laboratory with Internet connection.
8.	Exercises Exercises consist of the completion of recommendations and tips concerning searching for concrete information about provided services in the specified time limit, and the gathering of information which allow to make optimal decisions about the place, the way and the date of treatment and about the potential further steps.
9.	Course evaluation from the trainees
10.	Conclusions from the trainer



This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.