

How much do you and your staff know about the Health Information Act?

Privacy, Confidentiality and Security
for Medical Offices

Monday March 29, 2010

Presenter: Jean Eaton, B.Admin, CHIM

INFORMATION MANAGERS LTD.

This workshop is ideal for clinic managers, administration leaders, release of information clerks, health provider team leads, EMR access authorizers, system administrations and privacy officers in physician offices, laboratories, clinics, pharmacy, physiotherapy, dental, and other health care centres.

Part A - Privacy, Confidentiality & Security Principles

(Part A is offered at two different times to provide greater opportunities for your office staff to attend - 9:30 am -12:30pm and 6:30-9:30pm)

A workshop for everyone in the health care industry to acquaint themselves with the **Health Information Act**. An essential introduction for new patient care providers and support staff, as well as an excellent refresher for everyone else. Case studies and classroom workshop.

Part C – New! Release of Information Practices

Privacy Review practices and Release of Information. We'll document your current workflow, review Health Information Act requirements and industry best practices. You will customize related policy and procedure documents to discuss at your office and implement. Solutions for paper based, EMR, and hybrid records systems. Critical component to your practice, this workshop is most appropriate to the office manager, privacy officer and individuals involved in release of information (correspondence).

(Please note – Part B will be offered at a later date; please contact Jean if you would like your name on the mailing list.)

\$45.00 + \$2.25 GST per person per session

Part A (9:30-12:30)

Part C (1:30 – 4:30)

Part A (6:30-9:30pm)

Registration Form: see <http://www.informationmanagers.ca/workshops>

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Grant MacEwan Community College (Downtown)

Location: Grant MacEwan University (Downtown)

Classroom 7-142, first floor Robbins Health Learning Centre
10910– 104 Avenue, Edmonton

(Parking information and map: <http://www.macewan.ca/web/services/ims/client/upload/2009-2010%20parking%20flyer.pdf>)

Registration Form

Prepayment is required by March 24 to reserve & confirm a seat.

Workshop fee includes light refreshments. Lunch is participant's responsibility.

There are four ways to register:

1. **EMAIL:** registration form to info@informationmanagers.ca and mail a cheque to the address below.
2. **PRINT:** complete registration form **for each participant** and mail it with a cheque to the address below.
3. **PHONE:** Call Jean at 780.237.7605 to register by phone.
4. **FAX:** 1-866-655-7780

Mail cheques and printed forms to:
INFORMATION MANAGERS LTD.
7932-93 A Ave, Edmonton, AB T6C 1V3

REGISTRATION DEADLINE: *Wednesday March 24*

CANCELLATION POLICY: A refund, minus a \$5 administrative fee, will be issued for cancellations received in writing, three (3) business days prior to the event. Registration is transferable up to the day of the event.

Name:

Organization:

Email Address:

Phone Number:

Mailing Address:

I would like to register for: Part A (9:30-12:30)
 Part C (1:30 – 4:30)
 Part A (6:30-9:30pm)

Registration fee

\$45.00 + \$2.25 GST per person per session x _____ (#sessions) = \$ _____

Please make cheques payable to Information Managers Ltd

Written confirmation and a receipt will be provided. For more information contact: Jean at 780.237.7605 or info@informationmanagers.ca