

Is office automation for you?

Do you have the time and resources to implement it?

Information Managers can help.

We will assess your current office practices and ensure that you have the foundation in place to maximize the effectiveness of your current structure and tools. We will review your policies, procedures, and job descriptions, do a gap analysis and the 'leg' work to update your documents to ensure that you meet legislative requirements and improve communication among your staff. We will develop business continuity plans.

We can help you to move forward as you address new technology, including assisting you with automation tools and Electronic Health Records.

You receive from us a customized plan for your new policies and procedures. Working with your office practice leadership, we can make recommendations for implementation or take a more supportive role in implementation.

Information Managers

listens to your goals and concerns and will guide and support you to make changes that will improve your office practice.



Jean Eaton is the principal of Information Managers. She is an experienced leader in health information management. She has worked with multidisciplinary health care service professionals in primary, acute, and tertiary care facilities across Canada and most recently has been involved with the Primary Care Initiative in Alberta.

Jean has consulted with a variety of office practice leaders and can apply their best practices to your situation. She is familiar with many of the current VCUR vendors.

Jean has demonstrated change management and project management skills, and is passionate about her commitment to improving office practices.

Recent Information Managers clients include:

- Alberta Medical Association, POSP (PIA Field Resource)
- Alberta Medical Association, Primary Care Initiative Program Management Office, (Transition Support Manager, Business Analyst)
- Alberta Cancer Board (Privacy Impact Assessments, Teleworking Implementation, ICCN EMR Implementation and Outcomes Analyst, ICCN Site Coordinator)
- Excela Associates (Privacy Associate)
- Independent physician practices across Alberta

INFORMATION MANAGERS

"Making your information work for you."

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Are you making the most...

...of your

office practice?



INFORMATION MANAGERS

Information Managers makes use of a uniquely effective three-phase system to suit your information needs. We can apply one, two or all three phases to your office to make the most of your vital working environment.

Ensure Office Practice Fundamentals

ASSESSMENT

- Create or review and update policies and procedures, job descriptions and forms, etc.
- Ensure compliance with legislation (HIA, FOIP, PIPEDA)
- Prepare business continuity plans
- Assess office administration work flow

GOALS & OBJECTIVES

- Determine clinical and professional interests
- Analyze client / patient characteristics
- Discuss business opportunities to help you determine your practice goals and objectives

PATHS TO SUCCESS

- Identify Strengths, Weaknesses, and Opportunities
- Present options for change

Practice Efficiency and Ongoing Improvement

OFFICE PRACTICE RE-DESIGN

- Optimize current practices
- Identify missed opportunity cost
- Improve patient access and workflow

NEW AUTOMATION ANALYSIS

- Determine workflow analysis and opportunities
- Assess software options
- Short list alternatives

COLLABORATION

- Work with existing support and training services to provide the most cost effective and timely solutions to your needs

EMR Implementation

PROJECT DEVELOPMENT

- Develop business case
- Assist with vendor selection
- Identify and approach funding assistance programs, training opportunities, and alliances

PROJECT MANAGEMENT

- Research vendors
- Evaluate vendors and systems
- Contribute to contract negotiation

PREPARATION

- Office practice workflow re-design
- Training

IMPLEMENTATION

- Oversee installation
- Provide support and guidance

MONITORING

- Trouble shooting and follow-up

