



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

Privacy, Confidentiality and Security
for Medical Offices
Fall 2011 Calendar

Privacy, Confidentiality and Security

Workshop Fall 2011 Calendar

Presenter: Jean Eaton, B.Admin, CHIM

INFORMATION MANAGERS LTD.

Information Managers has over twenty years of experience working with Physicians, Office Managers, Health Service Providers and Primary Care facilities. Our workshops are 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

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 B -Applying the Principles to Your Office Policies & Procedures

Assess your current policies and procedures for gaps and learn how to fill in those gaps. Discover how to implement policies and procedures and develop and maintain good records management for paper based, EMR and hybrid patient records. Everyone in your medical office, including clinic managers, administration leaders, release of information clerks, health provider team leads, EMR access authorizers, system administrators and privacy officers will all find this session invaluable.

Part D - How to Prepare a Privacy Impact Assessment (PIA)

Do you need a Privacy Impact Assessment? Or amend a current Privacy Impact Assessment? We'll review Health Information Act requirements and health care industry best practices. You will identify policy and procedure documents that you need to develop to support your Privacy Impact Assessment submission to the OIPC and draft a Privacy Impact Assessment submission for your health information project(s). 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 custodians. **Pre-requisite:** Participation in workshops previously offered in this workshop series or related experience.

New! Webcast Seminars

Webinar - Privacy Awareness and Health Information Act for Primary Care

In a fun and informative format Jean will present key principles and every day scenarios to demonstrate the importance of privacy, confidentiality, and security. An essential introduction for new patient care providers and support staff, as well as an excellent refresher for everyone else. Includes – privacy principles, important 2010 amendments to the Health Information Act, safeguards, privacy breaches.

Webinar – Privacy and the Clinic Manager – What You Need to Know

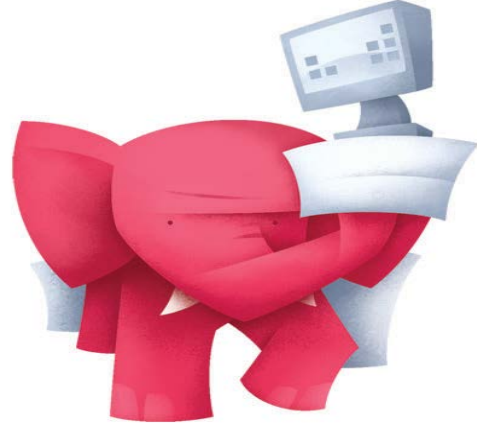
HIA amendments 2010, the Privacy Impact Assessment Process, Clinic Manager Top 5 Checklist, Clinic Privacy Self-Assessment, PIPA, privacy breaches.

Workshop Registration Fall 2011

Prepayment is required 3 days prior to workshop to reserve & confirm a seat.

There are five ways to register:

1. **ONLINE:**
<http://www.informationmanagers.ca/workshops>
2. **EMAIL** info@informationmanagers.ca
3. **PRINT:** complete registration form for each participant and mail
4. **PHONE:** Call Jean at 780.237.7605 to register by phone.
5. **FAX:** 1-866-655-7780



Payment Options: Cheque or Cash or on-line banking transfer

We accept on-line banking transfers to: jean@informationmanagers.ca. An INTERAC e-Transfer allows you to send money to anyone with an email address or mobile phone number and a bank account in Canada through your Online Banking Institution. We suggest that you use your Invoice # as your 'security question'. We will provide a payment receipt quickly for your use including any re-imburement from your employer.

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.

Mail cheques and printed forms to:

INFORMATION MANAGERS LTD.
7907-93 B Ave
Edmonton, AB T6C 1V7

Part A - Privacy, Confidentiality & Security Principles

\$52.50 + \$2.63 GST = \$55.13

- Tuesday October 25, 2011 9:30 am – 12:30 pm
- Tuesday November 8, 2011 9:30 am – 12:30 pm
- Thursday November 17, 2011 9:30 am – 12:30 pm

Sherwood Park
Edmonton
Edmonton

Part B -Applying the Principles to Your Office Policies & Procedures

\$52.50 + \$2.63 GST = \$55.13

- Tuesday October 25, 2011 1:30-4:30 pm
- Tuesday November 8, 2011 1:30-4:30 pm

Sherwood Park
Edmonton

Part D - How to Prepare a Privacy Impact Assessment (PIA)

\$75.50 + \$3.78 GST = \$79.28

Part D registration fee includes a copy of the OIPC publication, Privacy Impact Assessment Requirements.

- Thursday, November 17, 2011 1:30-4:30 pm

Edmonton

New! Webcast Seminars

\$19.95 + \$1.00 GST= \$20.95

Webinar - Privacy Awareness and Health Information Act for Primary Care

- Wednesday October 27, 2011 7:00 – 8:30 pm

Webinar

Webinar - Clinic Manager Privacy and Security Top 10 List

- Thursday November 10, 2011 7:00 – 8:30 pm

Webinar

Total: _____

Name:
Email Address:
Mailing Address:

Organization:
Phone Number:

INFORMATION MANAGERS LTD. Cell: 780.237.7605 Fax: 1-866-655-7780 (toll free)
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