

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

Privacy, Confidentiality and Security
for Medical Offices

Thursday, March 11, 2010 - Calgary

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 administrators 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

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 in assessing your current policies and procedures for gaps and learning how to fill in those gaps. Discover how to operationalize policies and procedures as well as development and maintenance of good records management for paper based, EMR and hybrid patient records.

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).

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

Thursday, March 11, 2010

Calgary

Part A (9:30 – 12:30)

Calgary

Part B (1:30 – 4:30)

Calgary

Part C (6:30 – 9:30)

Contact: Jean at 780.237.7605 or info@informationmanagers.ca

Privacy, Confidentiality, Security for Medical Offices

Part A - Privacy, Confidentiality & Security Principles

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

Part C – NEW! Release of Information Practices

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Greenwood Inn & Suites - Calgary

3515 – 26 Street NE

Prepayment is required by March 11th, 2010 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: *Tuesday, March 9, 2010*

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 am – 12:30 pm)
 Part B (1:30 pm – 4:30 pm)
 Part C (6:30 pm – 9:30 pm)

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