

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

*Privacy, Confidentiality and Security*  
for Medical Offices

Monday March 22, 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 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**

Monday March 22, 2010

**Medicine Hat**

Medicine Hat College

Part A (9:30-12:30)

Part B (1:30 – 4:30)

Part C (6:30 – 9:30 pm)

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

*Privacy, Confidentiality and Security*  
for Medical Offices

Monday March 22, 2010

Medicine Hat Community College

299 College Drive SE. Medicine Hat

**Registration Form**

***Prepayment is required by March 17 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](mailto: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 17***

**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 B (1:30 – 4:30)  
  Part C (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](mailto:info@informationmanagers.ca)**