

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

Privacy, Confidentiality and Security

for Medical Offices

Edmonton – *now includes Part B*

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

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).

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.

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

Part A (9:30-12:30)

Part C (1:30 – 4:30)

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

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

