



How would you describe **your** office practices?

## The Problem

*The HIA is changing.*

When it does, your practice may fall under its jurisdiction. You will be expected to submit a Privacy Impact Assessment (PIA) to the Office of Information and Privacy Commissioner. The PIA looks at your office practices, assesses their level of security and considers measures to mitigate or eliminate potential problems.

Alberta Netcare, the portal for accessing the provincial EHR, also requires that your PIA be produced and accepted.

Above all else, your patients deserve to know that their personal information is in safe hands.

Are you up to standards on all your office policies? Are they in writing? Have you done your PIA and is it current? Would it pass the standards being set by the government? Matters of electronic security, personal information management and privacy are coming under ever-increasing scrutiny by the authorities, the government and the public. Breaches of security can lead to dire consequences. Proper privacy and Best Practice Office Procedures can make the difference between a successful practice and a legal nightmare.

## The Solution

Information Managers has over twenty years of experience working with Doctors, Office Managers, Health Service Providers and Primary Care facilities. We ensure that your office practices not only meet legal requirements, but are streamlined and efficient, making sure that the health service providers, staff and patients all feel secure about their personal information. Our educational Privacy Impact Assessment consultation process serves as a vehicle to identify best practices, opportunities for improvement, and meet legislative requirements.

We offer a number of services:

- Privacy Consultations
- Preparing Written Policies and Procedures, and PIA Submissions
- Workshops
- Project Management for Office Automation and/or EMR
- On Demand 'Virtual Clinic Manager'

Contact us and we'll offer an initial consultation. We'll take a look at your current office practices and let you know how we can help make your workload easier and your information secure.

There is a moral imperative to be responsible about your patients' security. The HIA expects it. Netcare demands it. Your patients deserve it.

Thank you for your time.

Sincerely,



**Jean Eaton, B.Admin, CHIM**

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