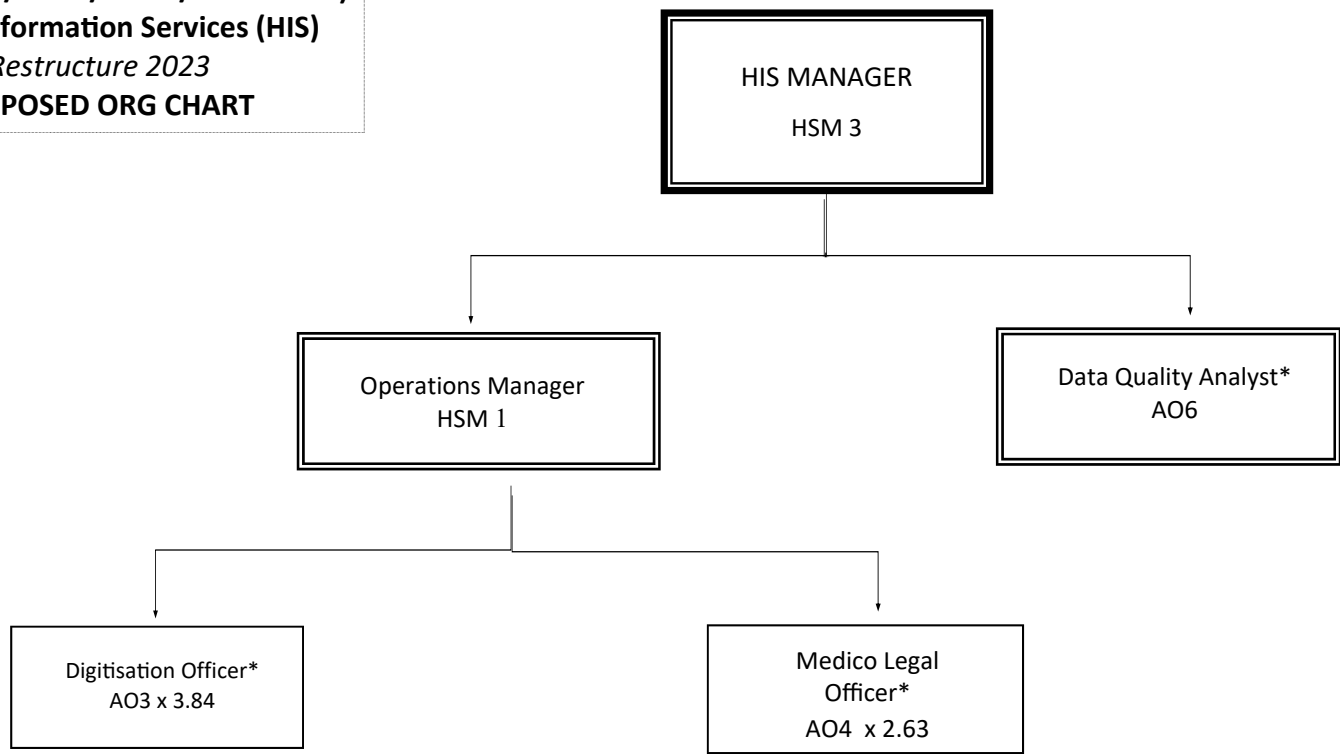


**Beaches
(Mona Vale/BCHC/AYAH/DALWOOD)
Health Information Services (HIS)
Restructure 2023
PROPOSED ORG CHART**



FTE Summary:
 HSM 3 — 1.0 FTE
 HSM 1— 1.0 FTE
 AO 6 — 1.0 FTEs
 AO 4 — 2.63 FTEs
 AO 3 — 3.84FTEs
TOTAL — 9.47TEs

- *Position details:**
- Digitisation Officer (AO3): Document imaging, records collection, secure org scanning, PDF upload, historical records processing, microfilm records processing
 - Medico Legal Officer (AO3): Requests for information, duplicate MRN and NAP combines, patient updates, GP fax error rectification
 - Data Quality Analyst (AO6): eMR and DI audits, clinical doc audits, productivity analysis, incomplete discharge referrals, unsigned powernotes, unsigned in error powerforms, data corrections, patient notes not returned within 48hrs