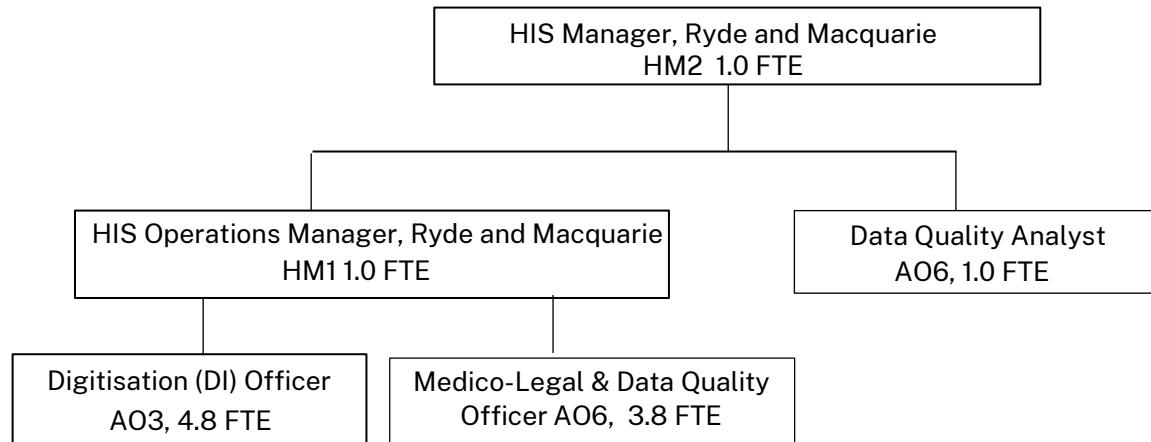


Proposed Organisational Chart Ryde & Macquarie Health Information Services



FTE Summary:

HSM 2 — 1.0 FTE

HSM 1— 1.0 FTE

AO 6 — 1.0 FTE

AO 4 — 3.8 FTEs

AO 3 — 4.8 FTEs

TOTAL — 11.6 FTEs

***Position details:**

- Digitisation Officer (AO3): Document imaging, records destruction, patient ID photo upload, PDF upload, historical records processing, microfilm records processing
- Medico-Legal & Data Quality Officer (AO4): Release of health information, deceased paperwork processing, combine 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
- HIS Clerk (AO2, Temp): Responsible for document imaging of historical records. The contract for this position will end on 31 December 2025, therefore the position is not included in the above chart.