



TREMITY
PROSTHETICS & ORTHOTICS

Information Management Fact Sheet

COMMITMENT

X-Tremity's commitment is to ensure that full and accurate records of all activities and decisions are created, managed and retained or disposed of appropriately, and in accordance with good management practice. This will enable the Board of Directors and X-Tremity staff to achieve information accessibility, business enhancement and improvement. It will also meet its obligations for accountability while ensuring that it protects the rights and interests of the organisation, the Board of Directors, X-Tremity staff and X-Tremity clients.

RECORDS AS A RESOURCE

X-Tremity recognises that records are a vital asset to:

- facilitate information accessibility and enhance X-Tremity's business by supporting management and administration;
- provide evidence of activities, actions, consultations and decisions and precedents to funding bodies;
- provide evidence of actions and decisions and precedents for future decision-making;
- deliver relevant information in an efficient, fair and equitable manner; and
- protect the rights and interests of X-Tremity, the Board of Directors, X-Tremity staff and its clients.

FURTHER INFORMATION

Further information can be obtained by:

- phone: 0422 034 078; or
- email: jens@x-tremity.com