

Policies & Procedures

Improve policy and procedure management to support compliance

Streamline policy creation, approval and distribution

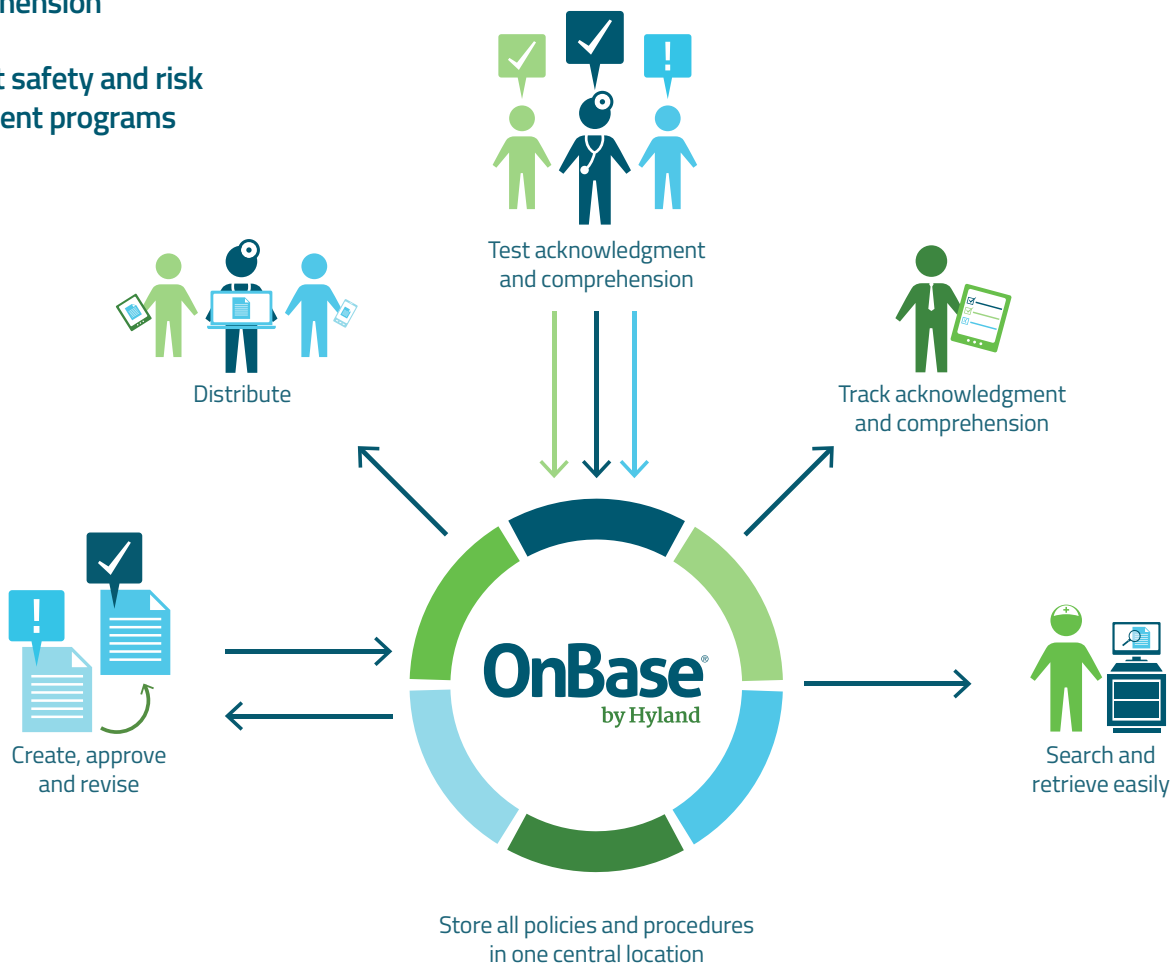
Improve access to policies and procedures for easy review and acknowledgement


Support compliance by automatically tracking acknowledgement and testing comprehension

Support safety and risk abatement programs

When the difference between the correct and incorrect policy document could mean the difference between ensuring patient safety and being negligent, you need a policy and procedures solution you can count on.

The OnBase Policies and Procedures solution allows healthcare organizations to create, distribute and track employee acknowledgement and comprehension of key policies and procedures while streamlining policy generation and approval, improving collaboration and ensuring employee access to the most current policy information.





“The CAP auditors are really impressed with our solution. They recommend OnBase to other hospitals to manage their lab document control processes.”

– Robert Brophy, senior system administrator, Southwest General Health Center

Effectively manages policy creation, distribution and review

The OnBase Policies and Procedures solution simplifies policy creation and approval processes by automatically tracking all updates and revisions. Policy authors deliver drafts of policy documents to management and other stakeholders for review and approval – encouraging effective collaboration. An automatic audit trail of edits and approvals ensures proper authorization before policy distribution.

Finalized policies are stored electronically in OnBase. From a simple interface, administrators send email notifications containing links to policies to the entire workforce or specific groups, minimizing the time spent filing, copying and distributing paper documents. By reducing reliance on paper, healthcare organizations reduce the risk of outdated lab documents or multiple versions of critical clinical or operational procedures.

OnBase also helps manage compliance by automatically tracking policy lifecycles based on renewal dates and sending notifications prior to expiration. As industry conditions change or annual reviews are triggered, administrators make updates to policies directly in OnBase, notifying all affected employees simultaneously.

Provides employees instant access to current policies and procedures

With all policy documents, training videos and other content stored centrally in OnBase, organizations improve employee access to crucial information, facilitating timely acknowledgement and review. Through several secure access options – including a Web browser, online portal, existing business


application or even a stand-alone kiosk – employees log on to OnBase to view all policy-related content. Employees acknowledge new or modified policies with the click of a mouse. The easy-to-use search interface quickly locates the exact documents they need.

After acknowledging vital policy documents such as infection control policies or wound care guidelines, employees can complete a customized assessment to demonstrate comprehension. Test results are accessible to the administrator or other authorized individuals for tracking and follow-up. When the entire workforce is aware of and following current policies and procedures, institutions increase productivity and improve compliance with organizational, government and industry regulations.

Assists compliance initiatives with automatic tracking and assessments

OnBase increases visibility and equips healthcare organizations to better prepare for compliance audits including regular CAP Laboratory Accreditation Program surveys by automatically tracking employee sign-off, testing for comprehension and notifying delinquent employees. Comprehensive reports eliminate the need for administrators to manually track acknowledgements using spreadsheets or other inefficient methods, saving time and reducing the chance of errors or oversights.

Administrators monitor acknowledgements by employee or by document, as well as review assessment scoring results for a given employee. With documented proof of acknowledgement, organizations simplify audit processes and minimize liability in situations that require defense of a practice or decision before a legal committee.



“We now have control to ensure nothing changes and that the current version of a lab document is the one published and available to end users. It’s a very secure process.”

– Marian Badaczewski, manager, Laboratory Systems, Southwest General Health Center

Supports safety and risk abatement programs

Employees acknowledge and demonstrate comprehension of a broad range of organizational knowledge such as human resources handbooks, harassment policies, expense reporting guidelines and IS practices. New hires have immediate access to the complete backlog of mandatory reading. After reviewing key material, employees may take a short quiz to demonstrate comprehension, and administrators can analyze exam results to identify training needs. Test completion certificates can be generated and retained in an employee file. By automatically tracking employee acknowledgement, OnBase creates a permanent, traceable record to support compliance initiatives.

Not limited to any domain, employees can also acknowledge and showcase comprehension of material safety data sheets (MSDS) and operating and emergency procedures, allowing the company to meet ISO-9000, OSHA and other standards. Not only does this process facilitate compliance, it also mitigates risk by ensuring employees understand important procedures for their own safety.

Rest better with management of policy and procedure administration with OnBase. Increase process efficiency, support compliance initiatives and improve employee access to key policies and procedures.

Learn more at OnBase.com/Healthcare »