

Streamlines policy creation, approval and distribution

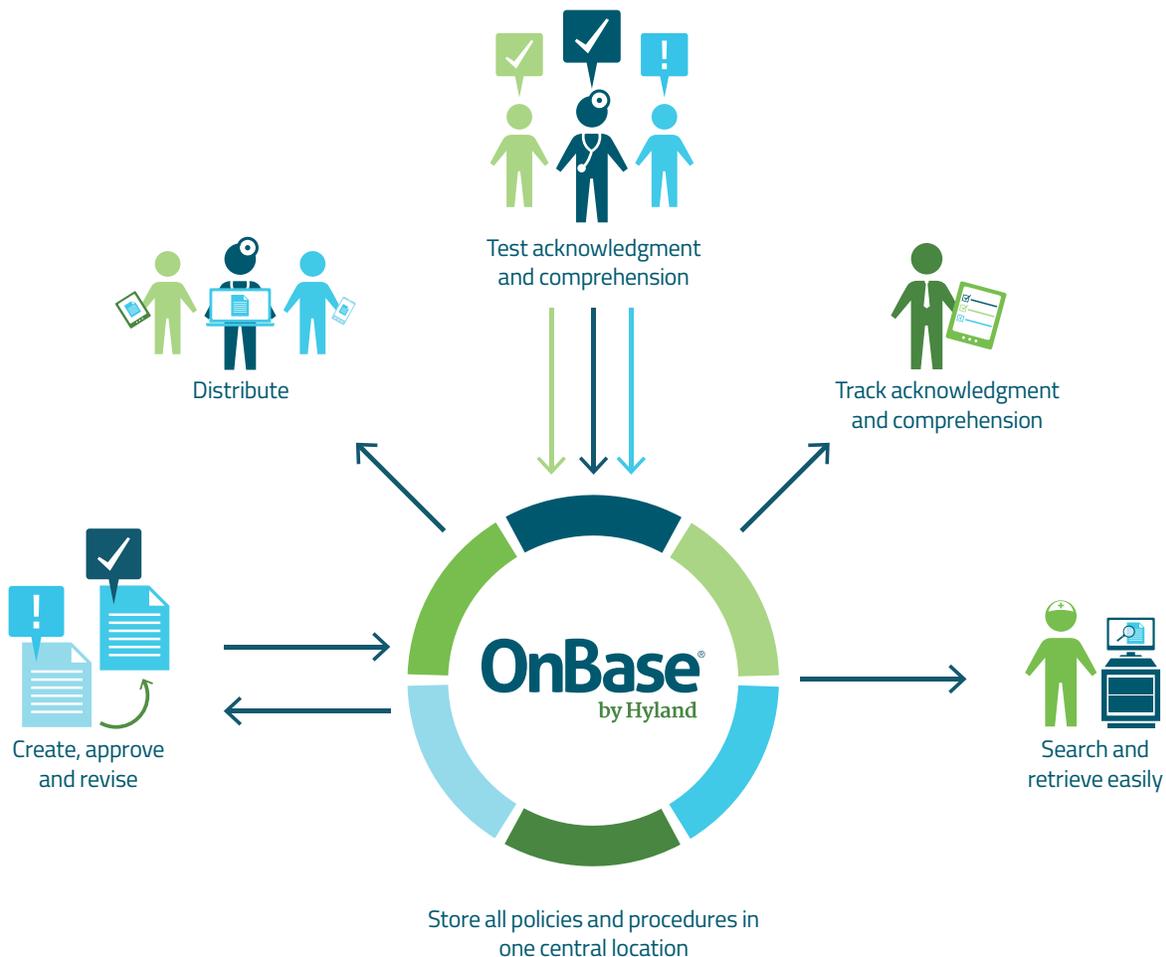
Improves access to policies and procedures for easy acknowledgment and review

Supports compliance by automatically tracking acknowledgment and testing comprehension

# Improve policy and procedure management to support compliance

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.

OnBase by Hyland provides a Policies and Procedures solution that allows healthcare organisations to create, distribute and track employee acknowledgment and comprehension of key policies and procedures. At the same time, it streamlines policy generation and approval, improves collaboration and ensures employee access to the most current information.



## 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. Prior to distributing policies to employees, administrators simultaneously 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 authorisation before policy distribution.

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 By reducing reliance on paper, healthcare organisations reduce the risk of outdated lab documents or multiple versions of critical clinical or operational procedures.

OnBase automatically tracks policy lifecycles based on renewal dates and sending notifications prior to expiration, further facilitating compliance efforts. 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

The easy-to-use search interface quickly locates the exact documents they need. With all policy documents, training videos and other content stored centrally in OnBase, you improve employee access to crucial information, facilitating timely acknowledgment 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.

After acknowledging vital policy documents such as infection control policies or wound care guidelines, employees can complete a customised assessment to demonstrate comprehension. Test results are accessible to the administrator or other authorised 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 organisational, government and industry regulations.

## Supports compliance initiatives with automatic tracking and assessments

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

Administrators monitor acknowledgments by employee or by document, as well as review assessment scoring results for a given employee. With documented proof of acknowledgment, organisations simplify audit processes and minimise liability in situations that require defence of a practice or decision before a legal committee.

Better manage 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](http://OnBase.com/Healthcare) »

**Improve employee access to crucial information and facilitate timely acknowledgment and review to ensure compliance with organisational, government and industry regulations**

**OnBase**<sup>®</sup>  
by Hyland