



HospitalPortal.NET Policy & Procedure Manager

Product brief

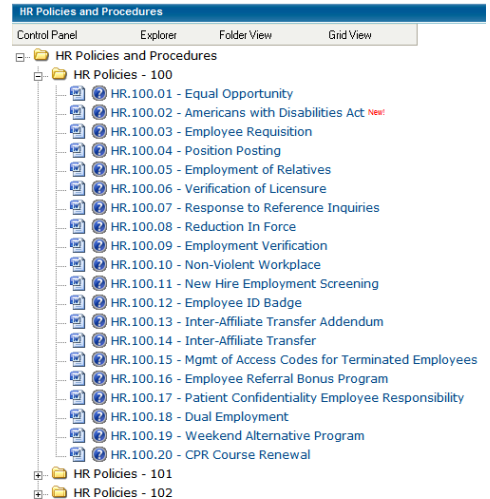
Overview

HospitalPortal.NET's Policy & Procedure Manager is a web-based solution for version management and online publishing of policies and procedures. The solution can be integrated into an organization's existing intranet or used as a stand alone system.

HospitalPortal.NET's Policy and Procedure Manager supports a workflow mechanism which automatically notifies users of the status of their documents. The solution also comes with a built-in online collaboration tool for document managers to easily provide input, suggestions or feedback during the entire life cycle of the documents. In addition, HospitalPortal.NET's Policy and Procedure Manager provides full automation of tracking, versioning and auditing of hospital documents.

The Policy & Procedure Manager gives the entire user community tools for easily searching, locating and accessing published documents. Plus, the system's role-based security allows moderators to require specific groups of staff to acknowledge reading new or revised policies.

The end result is better patient care, increased employee satisfaction, and improved compliance.



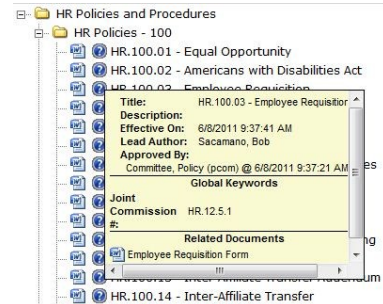
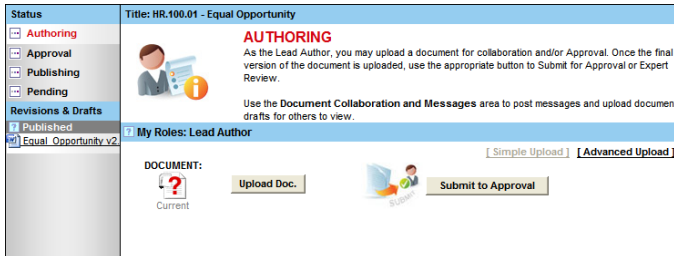
Key Features



- Flexible organization of documents.
- A simple browser-based Interface; no end-user training is required.
- A robust search mechanism—users can easily search and find what they need.
- Supports standard document formats (Word, PDF, Excel, etc.)
- Individual "Control Panel" for users to quickly see all of their P&P related tasks.
- Built-in reports which allow management to view document status at any time.
- Relational reference to relate specific policies to standards.
- Automatic archival of all previous versions of documents and collaboration history.
- Automatic workflow for authoring and publishing.
- Automated periodic Policy & Procedure Review Reminders.
- Can be integrated with Microsoft Active Directory.

Policy & Procedure Contributors

Policy & Procedure Manager allows all authorized document contributors, whether an Author, Facilitator, Reviewer or Approver, online access to their documents via a simple and user friendly web interface. The system automatically reminds responsible users about their tasks and functions —until the document is finalized, approved and published.



Policy & Procedure Manager also provides automated reminders for periodic reviews of documents, so no manual tracking of dates or revisions is necessary. In addition, contributors can collaborate online and share information, suggestions, feedback or documents.

Status reports and control panels provide an easy and centralized way for all authorized contributors and managers to view real-time status of their documents.

My Reminders

Document HR.100.21 Visitors Policy: Is in *Approval* status and requires your attention.

You need to read and acknowledge reading 1 document.

-- Webpage Dialog

Status	Documents Pending Your Read Acknowledgement	
Pending Read (1)	Documents (1)	
Past Review (0/1)		
Pending Review (0)		
Authoring (0/1)		
Expert Review (0)		
Approval (1)		
Publishing (0)		
Pending (0)		
	View Name	Location
Read	Infection Prevention and Control	Med Surg P&P/SECTION 04 - INFECTION CONTROL/Infection Prevention a

Benefits

- Simplify access to your organization's policies and procedures.
- Reduce errors and risk of malpractice lawsuits.
- Meet compliance standards by improving management of your key documents.
- Improve patient care by providing your clinical staff easy access to up-to-date information.
- Increase employee productivity.
- Simplify revision management tasks.
- Reduce costly printing and distribution.

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