



Policy Management System

Performance Monitoring System for Safety and Quality

Policy System

The OnBase Policies and Procedures solution allows Healthcare organisations to create, distribute and track employee acknowledgement and comprehension of key policies, procedures and guidelines. At the same time, it streamlines policy generation and approval, improves collaboration and ensures staff always have access to the most current policy and procedure information.



Effectively manages policy creation, distribution and review

Our Policies and Procedures solution simplifies policy creation and approval processes by automatically tracking all updates and revisions of documents as they're being worked on. Users remain where they naturally would when developing a document, in Microsoft Word. OnBase seamlessly integrates with Microsoft Office to ensure that user creating and modifying policies remain in the applications' they are comfortable with and this reduces training and user acceptance issues.

Prior to distributing policies to employees, administrators simultaneously deliver drafts of policy documents (using email in MS Outlook) 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 By reducing reliance on paper, healthcare organisations reduce the risk of outdated documents or multiple versions of critical clinical or operational procedures being available.

All policies and procedures are housed securely within OnBase, and can be made available simultaneously within other line of business systems, e.g. QC Health, SharePoint (intranet) etc. The latest published policies can also be made available to user groups based on their role and or requirements. For example, VMOs may need a secure web-portal to view and acknowledge policies as they may not be part of your healthcare organisation's IT infrastructure. Students and Volunteers may use a terminal /kiosk within a staff only area to access information and patients and the general public may access public policies from your external website.

OnBase automatically tracks policy lifecycles based on renewal dates and sends 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.



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Policy Knowledge Transfer and Compliance (PKTC)

Policy Knowledge Transfer and Compliance enables organisations to manage policy and procedure administration end-to-end by ensuring all employees, contractors (VMOs), students and volunteers have access to the most up-to-date versions of required materials and that deadlines for review and acknowledgement are enforced. With compliance testing, easily gauge users' comprehension of distributed content via scoring reports and test certificates.

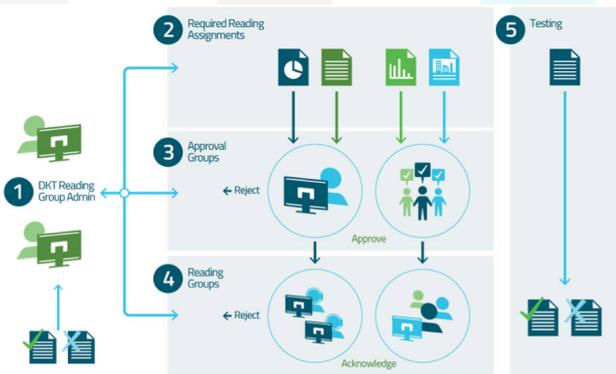
PKTC in Healthcare

From maintenance staff to physicians, all hospital employees are required to comply with regulations regarding patient confidentiality etc. By ensuring that the latest versions of these important policy documents are distributed to all employees, hospitals minimise the risk of privacy breaches and support a well-informed workforce.

Organisations also reduce costs associated with training staff, including nurses and aides by attaching exams to documents, instructional videos and patient care procedures.

PKTC Benefits:

- Rapidly distribute required reading to the workforce, providing immediate, centralised access to all assignments.
- Test employee comprehension of important procedures regarding safety, systems and workplace conduct.
- Easily audit reading status by accurately and automatically reporting and identifying delinquencies.
- Enforce individual accountability by requiring employees and other users to provide acknowledgement and complete assessments.
- Minimise organisational risk by providing documented proof of distribution, user acknowledgement and test scores



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Healthcare compliance software simplifies policy and procedure processes

It's essential that everyone within your facility reads and acknowledges the most current policies. Being able to prove it while preparing for an audit is even more so.

OnBase enterprise content management (ECM) helps facilitate collaborative creation of policy and procedure documentation and manages policy revisions while easing content dissemination and tracking.

Why use healthcare compliance software?

Healthcare organisations using OnBase to manage policies and procedures:

- Rapidly distribute documents to the entire workforce, providing immediate access to required reading
- Facilitate consistent knowledge transfer using a single, automated, centralised tool
- Enforce accountability by requiring users to review documents and supply proof of acknowledgement.
- Easily audit reading compliance by accurately and automatically reporting and identifying delinquencies
- Configure an automatic escalation process for delinquencies

OnBase offers a complete healthcare compliance solution to manage the policies and procedures you need your employees to understand – and it measures comprehension by automatically displaying a test or survey after employee acknowledgment. Organisations may also use OnBase to automatically manage policy expiration dates, revisions and versions, as well as the document creation and approval workflows, even performing approvals using a mobile device – iPad, iPhone, Android and Windows.

Streamline your healthcare policies and procedures with Onbase:

- Save staff time for every policy-related process
- Confidently maintain accreditation compliance
- Always know the location and status of every policy and procedure
- Eliminate out-of-date and redundant policies and procedures
- Establish an audit trail for each policy with automated archiving and version control
- Enable faster, more accurate document review with online collaboration



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