



Policy & Procedure Manager

Product Brief

Overview

HospitalPortal.NET's Policy & Procedure Manager is a web-based solution for total management and online publishing of policies and procedures. The solution can be integrated into an organization's existing intranet or used as a standalone 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 support for tracking, versioning and auditing of your documents.

The Policy & Procedure Manager gives your entire user community tools for easily searching, locating and accessing published documents.

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

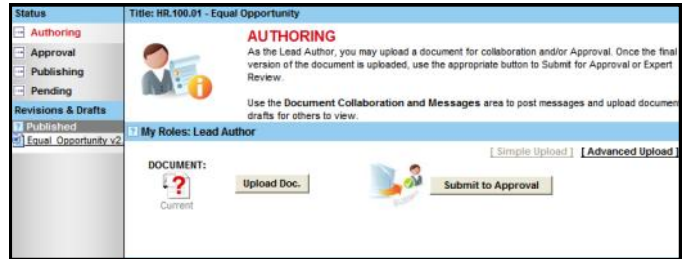


Key Features

- 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.

Policy & Procedure Contributors

Policy & Procedure Manager allows all authorized document contributors, whether an Author, Co-Author, Reviewer or Approver, online access to their documents via a simple and user friendly web interface. The system automatically reminds designated 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.

Status	Documents (3)	View Name	Location
Past Review (3)			
Pending Review (0)			
Authoring (1)			
Expert Review (0)	Revise	5A Chemical Hazard Response Plan	Emergency Preparedness Support PLANS\5A Hazard Response P
Approval (0)			
Publishing (0)	Draft Screen	HR. 100.01 - Equal Opportunity	HR Policies and Pr Policies - 100 \HR. Equal Opportunity
Pending (0)			
	Revise	HR. 101.10 - Staff Rights	HR Policies and Pr Policies - 101\HR.1 Rights

Benefits

- Simplify access to your organization's policies and procedures.
- Reduce errors and risk of malpractice lawsuit.
- 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.