

Modernizing Healthcare Policy Management

Achieve policy centralization through a simple and comprehensive policy management software solution.

The importance of healthcare policy and procedures cannot be disputed. As the consolidation trend continues among healthcare organizations, environments are becoming more and more complex which impedes the ability to adhere to regulatory oversight. As well the continued increase in new regulations and requirements, such as the Affordable Care Act, CMS Conditions of Participation, Joint Commission Standards, HIPAA, and Meaningful Use, the burden of setting policies and effectively communicating them to all employees across the entire environment is critical for meeting regulatory compliance as well as patient safety.

Manual approaches are time consuming, cumbersome and do not scale. Printing multiple copies of policies, filing them in binders located across the facility and hoping that staff can find them at point of care puts your organization at risk.

With increasing demands on time, patient, resident safety, risk and compliance, the need for an automated policy management solution is more important than ever. Automated policy management solutions provide staff with an easily accessible online library of policies and procedures that can be searched at anytime from anywhere. This will ensure that employees are on par with the policies and are creating a safe environment for patients.

What is PolicyManager™?

PolicyManager™ is a SaaS-based intuitive policy management software solution, designed for the healthcare industry. It enables healthcare professionals to streamline the workflows associated with the creation, review and approval of policies to support regulatory and accreditation activities as well as improve patient safety.

With PolicyManager you can easily create, edit, approve and drive compliance for policies through an easy-to-use interface that enables you to customize workflows and effectively collaborate with all policy committee members.



Workflow Collaboration

Updates and notifications can be shared, leading to clear communication among your policy committees. Workflows can standardize the way a policy is revised each time. You can also customize the workflows to meet your organization's needs including establishing ownership of each policy and creating an audit trail. The **Circulate** feature allows for the Policy Committee to remain continually informed of changes to documents and share them with the click of a button.

Automated Email Alerts

Outdated policies will not remain unnoticed by Policy Reviewers thanks to automatic email notifications highlighting which policies are due for review.

Version Control

Accessing previous versions of a policy for the next unannounced auditor visit requires just the click of a button. Risk managers will immediately appreciate the benefits of policy version control and archiving.

Powerful Keyword Search Functionality

With PolicyManager front line staff can leverage the familiar Google-like search functionality, the Advanced search feature and the search by Folder Structure to quickly find documents. The robust search functionality allows users to get really specific. Staff can also select the folder or department they are looking for and view all of the documents in that folder.

Crosswalk Policies to Regulatory Bodies

To help enhance organization compliance, documents can be mapped within the system directly to the Joint Commission Standards or appropriate regulation or standard.

Business Benefits

- ❖ Automate and streamline workflows
- ❖ Access the right documents in seconds
- ❖ Enhance regulatory compliance
- ❖ Reduce administrative burden
- ❖ Decrease operational costs by 80%
- ❖ Improve patient safety

Seamless Integration with Microsoft Word and Cloud-Based Apps

The software integrates with Microsoft Word to guarantee policy version control, as well as cloud-based file sharing apps Dropbox and Box to streamline workflow and help control land govern access to documents.

Robust and Powerful Reporting

Run real-time reports based on data that is most relevant to healthcare organizations, then export that data to Microsoft Excel format if needed. PolicyManager's reporting capabilities were built with your compliance, quality, and accreditation goals in mind.

Easy Attestation

The software helps to maintain an ever-ready state of compliance. The iAttest feature is an essential asset for the Risk and Compliance Department. It allows you to ensure receipt and understanding of new and updated policies.

“PolicyManager is simple, easy to use and very user friendly. I really like the search functionality and the ability to drill down with the advanced search. This will be very beneficial to our facility and staff as it works better than our previous solution. I really like PolicyManager.”

**Kathy Silliman, Clinical Program Developer,
Kindred Healthcare**

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Usability and One-Click Searching

The software is designed for simplicity and ease of use even by people with minimum IT experience. Very user-friendly interface with colour coded indicators to let staff know when policies are active, coming up for review and expired.

Controlled Access

Administrators have full control over granting users, or groups of users, different levels of access to read and edit documents, thus increasing overall security and privacy.

Software-as-a-Service

PolicyManager is a cloud-based solution therefore, no hardware or software procurement is necessary. This allows for quick access to content for staff members.

Integration with PolicyMedical Contracts Manager

[Contracts Manager](#) is a SaaS-based software solutions that provides the ability to quickly create or import contracts, manage them, and store them securely where they can be searched, analyzed and organized.

A 2000 report from the US Institute of Medicine found that between 44,000 and 98,000 patients die from preventable deaths each year in hospitals in the United States, and much more suffer from preventable injuries. The report also stated that a yearly estimated cost of between \$17 billion and \$29 billion that resulted from adverse events in hospitals. One of the IOM report's key conclusions was that majority of medical errors were the result of faulty systems, processes, and conditions, including policies and procedures.

“ We implemented PolicyManager just over a year and half ago and it has made such a difference to manage policies and procedures, starting at the corporate level all the way down to the specific Homes. We really like the ability to link the url address of each policy to our e-learning platform, this way we can be assured that only the current policy is being reviewed by our employees. ”

Liz Borges,
Executive Assistant, Senior Nursing,
Responsive Health Management



To see PolicyManager in action schedule a free no obligation product demo or speak to one of our specialists, [vist www.policymedical.com/book-demo](http://www.policymedical.com/book-demo) or contact us at 1.888.697.6331 ext. 724.

About PolicyMedical

Trusted by more than 3000 healthcare organizations, PolicyMedical is a leading provider of cloud-based enterprise-class healthcare regulatory compliance software solutions designed to reduce administrative burden and enhance patient safety. We were founded in 2001 with the vision to make people happy and healthy by reducing the stress, and anxiety related to policy, contract, vendor and employee management. Our customers include Dignity Health, Kindred Healthcare, Baylor Scott & White Health, Advocate Health Care and others. To learn more, visit www.policymedical.com or take the [two-minute virtual PolicyManager tour](#).

