Searching for a Document in PolicyTech

1. From the <u>Policy Administration SharePoint Site</u>, select the Link for your desired ***Site*** from the list.

   - There is a direct link for each relevant hospital location for Corewell Health East and West.

   - Corewell Health South is currently reflected by a single PolicyTech ***Site***. More clarity *(i.e., more PolicyTech **Site** designations)* for Corewell Health South hospitals, Medical Group, and post-acute will be developed during Corewell Health policy harmonization.

To access policies in the PolicyTech tool, click on your site below.

When searching for documents in PolicyTech, Corewell Health recommends searching via Anonymous Links.

Corporate

| Corewell Health East | Corewell Health West, South and Priority Health | Priority Health Specific |

Corewell Health East

Corewell Health Specialty Pharmacy	Beaumont Grosse Pointe Hospital	Beaumont Troy Hospital	Dearborn Hospital
Farmington Hills Hospital	Medical Group East	Taylor Hospital	Trenton Hospital
Wayne Hospital	William Beaumont University Hospital	Post Acute Care (Beaumont)

For additional tips for Corewell Health East team members, click here.
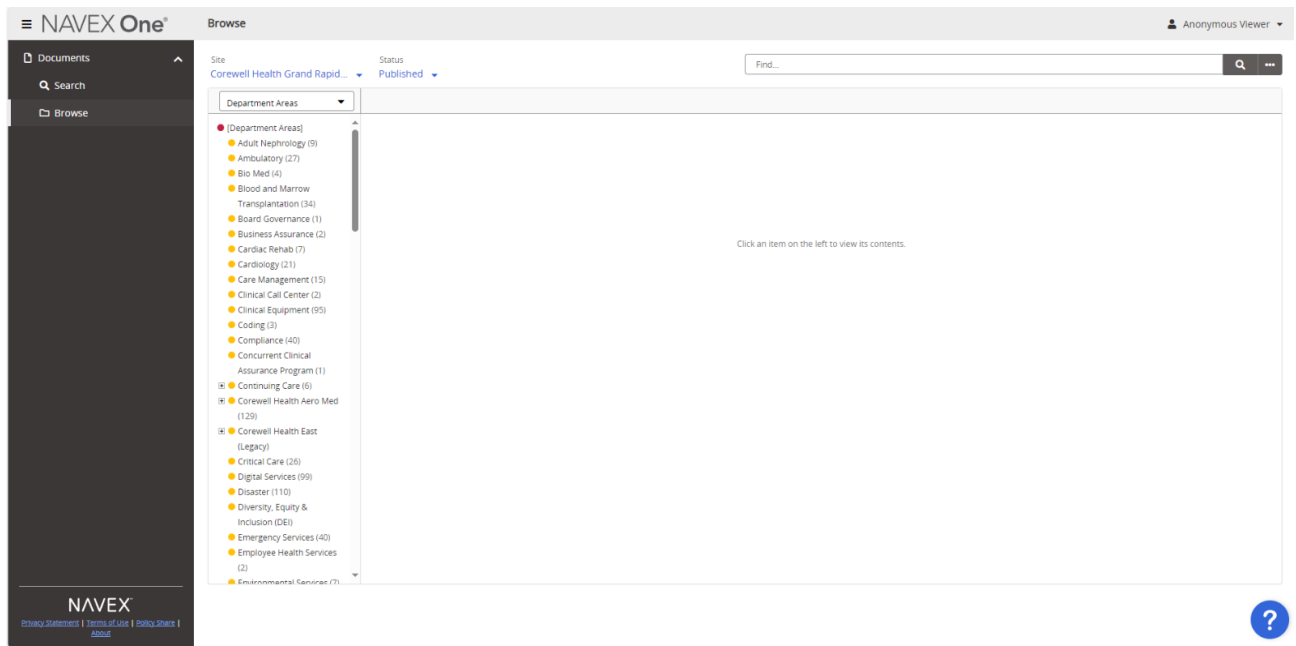
Corewell Health South

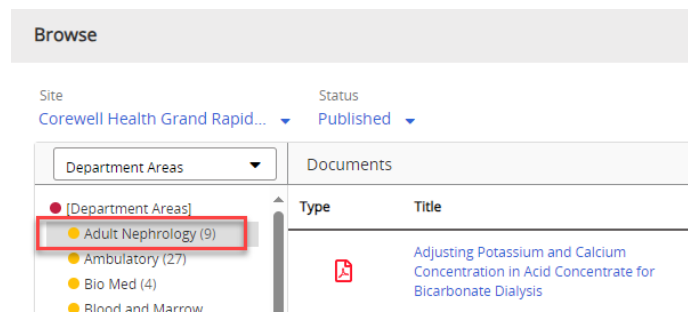| Niles, St. Joseph, and Watervliet Hospitals |

Corewell Health West

Continuing Care (CHW)	Big Rapids Hospital	Gerber Hospital	Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen...
Greenville Hospital	Ludington Hospital	Pennock Hospital	Reed City Hospital
Zeeland Hospital	Medical Group West	Outpatient / Physician Practices (CHW)

*NOTE: Once you are in PolicyTech, you can toggle to another site or **All Sites** to search the full PolicyTech catalog.*

2. After clicking on your desired **Site**'s Link you will be directed to the **Browse** page:

3. From this page, you can toggle through the **Department Areas** listed to search for documents.

- Click on the **Department Area** to display their tagged documents.

- If you do not see your **Department Area** listed, and would find it helpful for document wayfinding, please email your suggestion to policyadministration@corewellhealth.org

*NOTE: The current **Department Areas** listing was created to reflect the organization of Legacy Spectrum Health. **Department Areas** will be optimized (i.e., removed / added) as the organization continues its integration journey.*
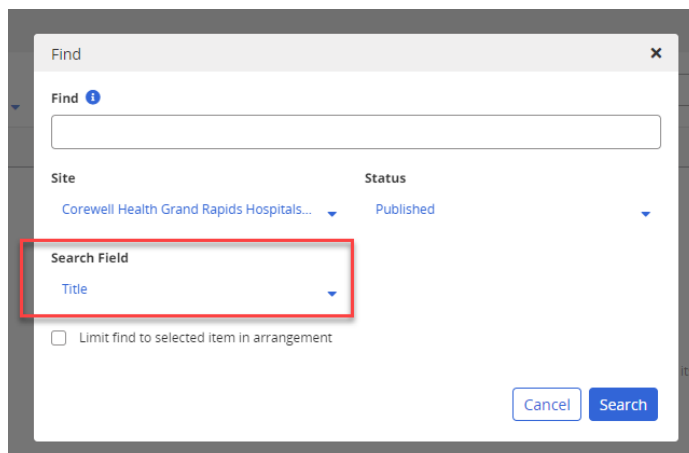
4. If you know the **Title** *(or part of the **Title**)* of the document you are looking for, type the name in the search bar and click the magnifying glass icon 🔍

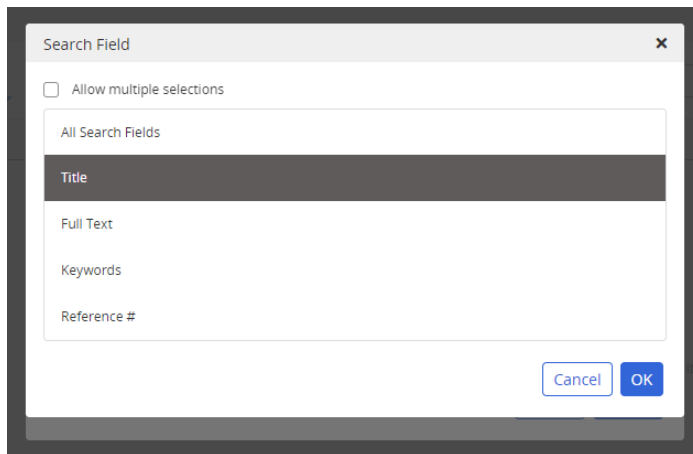| 👤 Anonymous Viewer ▾ |

| Find... | 🔍 | ••• |

*Tip: Avoid using words / numbers that are not included in the document. Also, less is more! If the **Title** is 10 words long, but you're only certain of 3 words, only use those you're certain of in your search.*

5. If you would like to search via another **Search Field**:

- Click ellipsis icon ••• at the end of the search bar

- Click arrow icon ▾ for **Search Field**

Find ✕

Find ℹ️

[   ]

Site   **Status**
Corewell Health Grand Rapids Hospitals... ▾   Published ▾

Search Field
Title ▾

☐ Limit find to selected item in arrangement

Cancel   Search

Corewell Health™

- Then select another available *Search Field* option:

Search Field   ✕

☐ Allow multiple selections

All Search Fields

Title

Full Text

Keywords

Reference #

[Cancel] [OK]

6. If you would like to scroll through the entire PolicyTech Catalog, leave the search bar blank, and click the magnifying glass icon 🔍

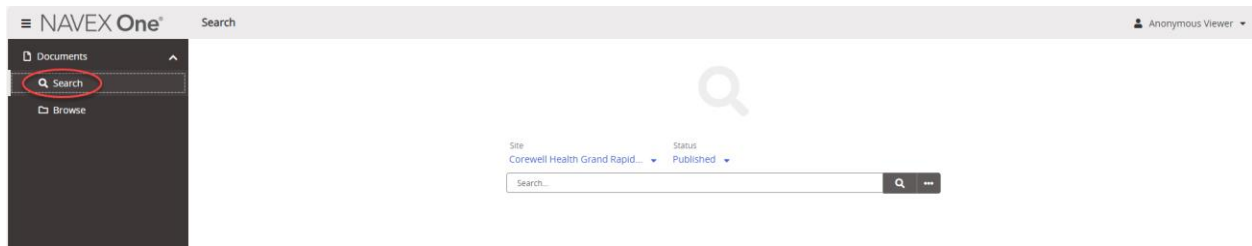   *NOTE: You can click each heading (**Title, Ref #**, etc.) to reorganize the search results.*

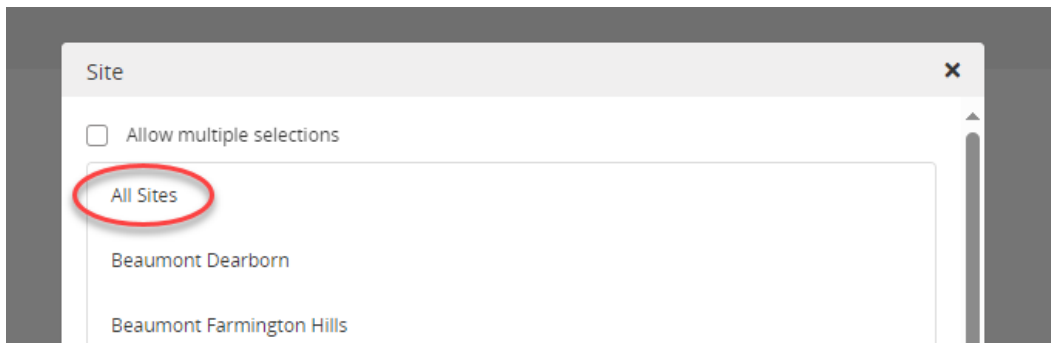| Status Published ⌄			Find... 🔍 •••
Documents			ABC ⌄ ⚙

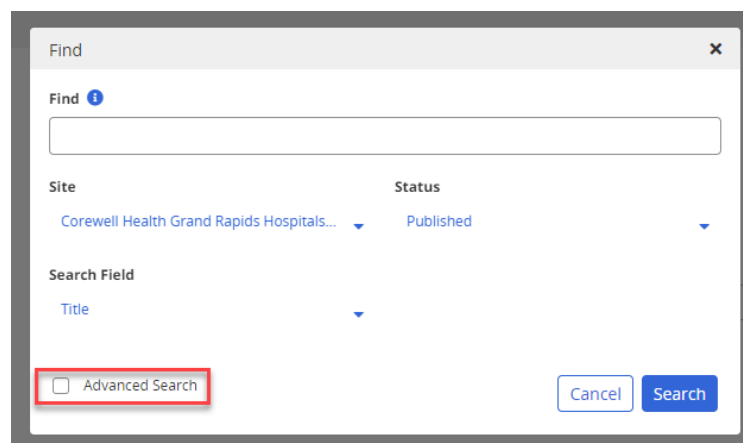| Type	Title	Actions	Ver #	Status	Ref #	Publication Date	Owner	Categories

7. If you need to search across multiple PolicyTech Sites, we recommend searching via the **Search** tab:
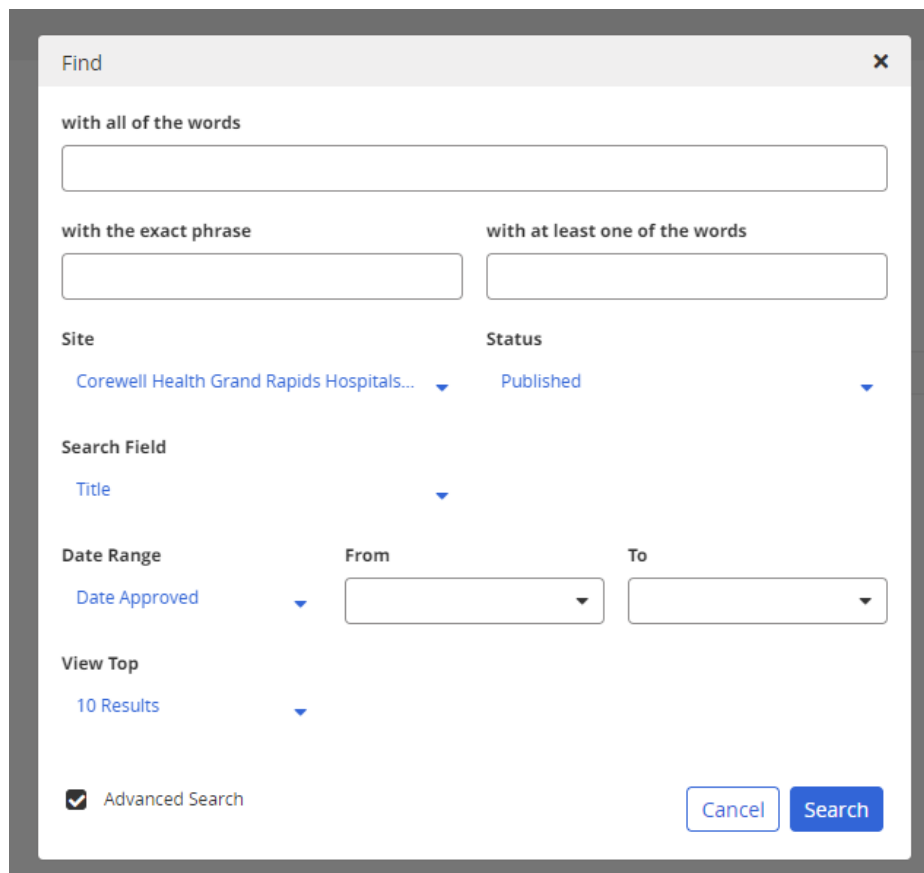

8. Once in the **Search** tab, arrow icon for **Site**, and select **All Sites**.

9. Once you have selected **All Sites**, you can then search the full PolicyTech catalog.

10. While in the **Search** tab, you are able to select **Advanced Search** when using <u>**Search Fields**</u>.

11. Once you check the box, you will see the following options:

12. If you are unable to locate a document, it is possible it does not exist in PolicyTech. Corewell Health utilizes a variety of document management tools; however, PolicyTech is only designated for Policies, Procedures, Clinical Protocols, and Clinical Guidelines. If you are unable to find the document you are searching for, we recommend connecting with your direct team to ensure the document you are looking for is supposed to exist in PolicyTech.

    If you are still in need of further assistance, please reach out to policyadministration@corewellhealth.org.