

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 7/7/2015
Due Date: 8/2/2015
Implementation: 8/3/2015

DESCRIPTION OF REVISION

Name of procedure:

Hospital Policies via Intranet GEC.L09, SGAH / WAH.L11 v2

Description of change(s):

Section 9: update screen shots (*to match new AHC intranet*)

This revised SOP will be implemented on August 3, 2015.

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training (version 2)

Non-Technical SOP

Title	Hospital Policies via Intranet	
Prepared by	Leslie Barrett	Date: 12/29/2008
Owner	Lori Loffredo, Robert SanLuis	Date: 1/27/2011

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE..... 2
2. SCOPE 2
3. RESPONSIBILITY..... 2
4. DEFINITIONS..... 2
5. PROCEDURE..... 2
6. RELATED DOCUMENTS 2
7. REFERENCES 2
8. REVISION HISTORY..... 3
9. ADDENDA AND APPENDICES..... 3

1. PURPOSE

This procedure establishes guidelines for employees to access current hospital and Adventist Healthcare corporate policies on-line.

2. SCOPE

This procedure applies to Adventist Healthcare corporate and hospital specific on-line policies and procedures.

3. RESPONSIBILITY

All Laboratory staff may perform this procedure.

4. DEFINITIONS

None

5. PROCEDURE

See Addenda and Appendices section for steps to log into the hospital Intranet to access the policies.

6. RELATED DOCUMENTS

None

7. REFERENCES

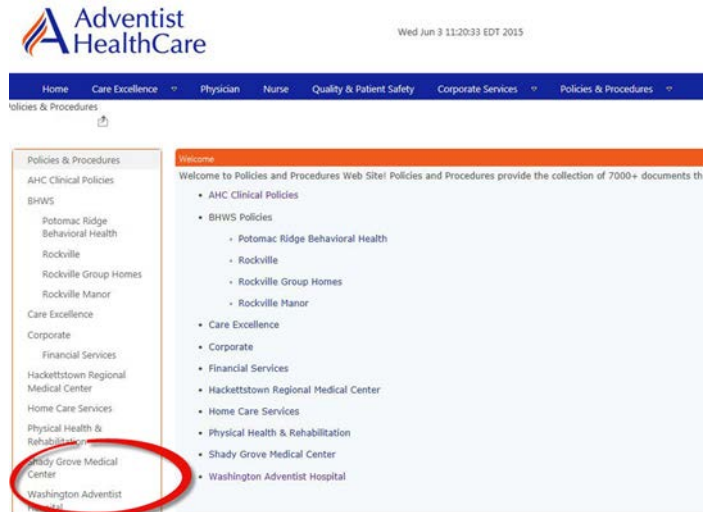
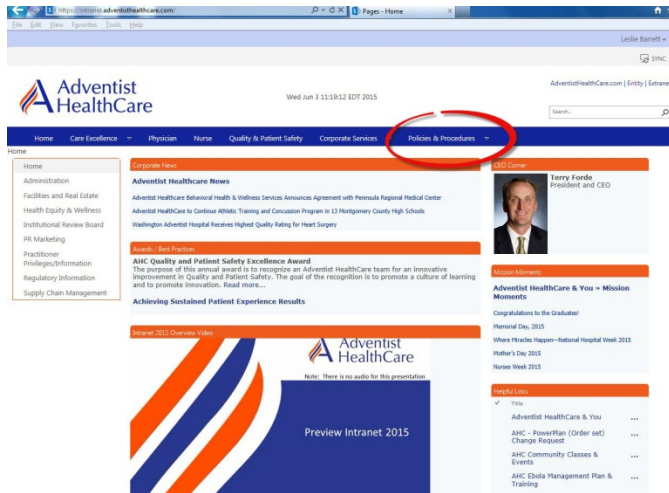
N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L033.01		
000	1/27/11	Update owner and title page	L. Barrett	L. Loffredo
1	6/26/15	Section 9: update screen shots Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L. Barrett	L. Loffredo

9. ADDENDA AND APPENDICES
AHC Intranet Instructions

1. Click on the Internet/Intranet Explorer Icon – The AHC Intranet Home Page should appear.



2. Click on Policy & Procedures

3. Click on WAH or SGMC.



4. Click on a category and the Policies and Procedures associated with it will display.

