

TRAINING UPDATE

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

Date Distributed: 8/28/2017
Due Date: 9/25/2017
Implementation: 9/25/2017

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Hospital Policies via Intranet SGAH.L11 v3 <i>This has been converted to a system SOP</i>
Description of change(s):
Header: add other sites Section 9: update screen shots to show the new hospital site for policies This revised SOP will be implemented on September 25, 2017

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

Non-Technical SOP

Title	Hospital Policies via Intranet	
Prepared by	Leslie Barrett	Date: 12/29/2008
Owner	Robert SanLuis	Date: 8/16/2017

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

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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

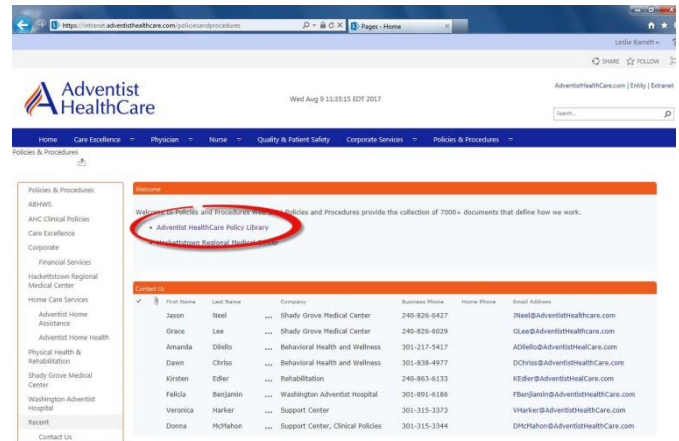
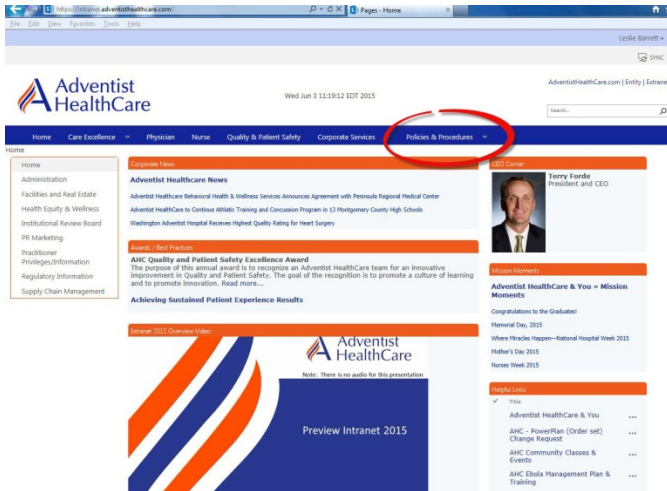
8. REVISION HISTORY

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
2	8/16/17	Update owner Header: add other sites Section 9: update screen shots	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

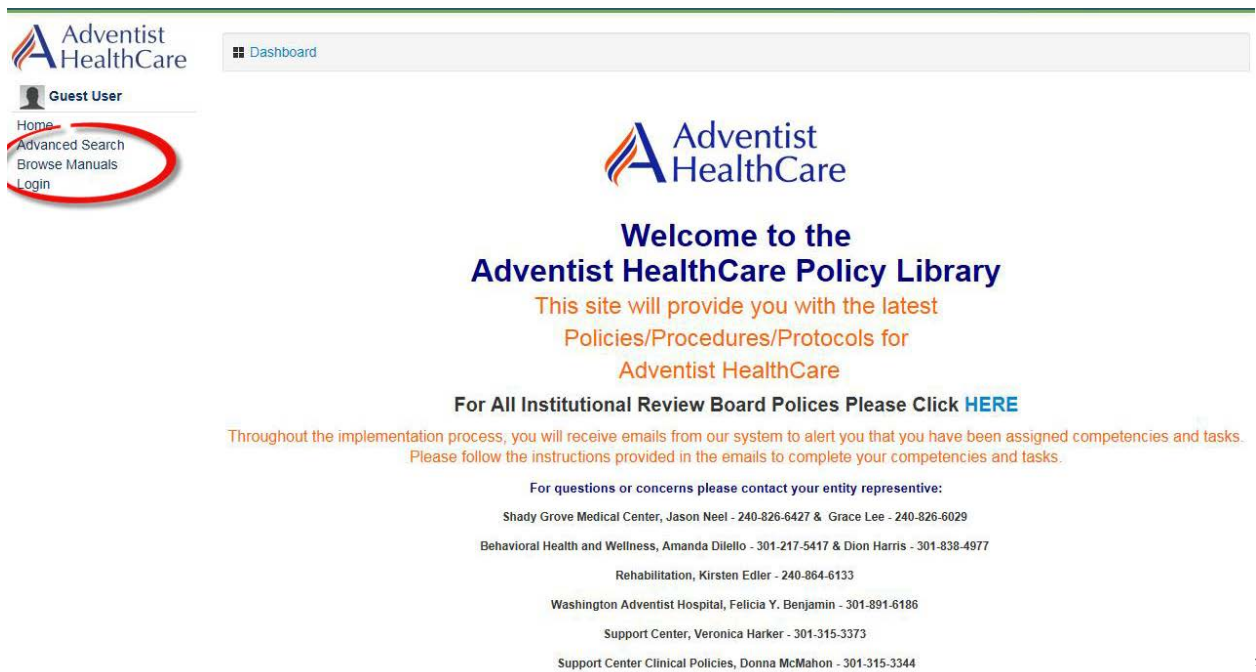
AHC Intranet Instructions

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



2. Click on Policy & Procedures

3. Click on link to Policy Library.



Adventist HealthCare

Guest User

Home
Advanced Search
Browse Manuals
Login

Adventist HealthCare

Welcome to the Adventist HealthCare Policy Library

This site will provide you with the latest Policies/Procedures/Protocols for Adventist HealthCare

For All Institutional Review Board Polices Please Click [HERE](#)

Throughout the implementation process, you will receive emails from our system to alert you that you have been assigned competencies and tasks. Please follow the instructions provided in the emails to complete your competencies and tasks.

For questions or concerns please contact your entity representative:

Shady Grove Medical Center, Jason Neel - 240-826-6427 & Grace Lee - 240-826-6029

Behavioral Health and Wellness, Amanda DiIello - 301-217-5417 & Dion Harris - 301-838-4977

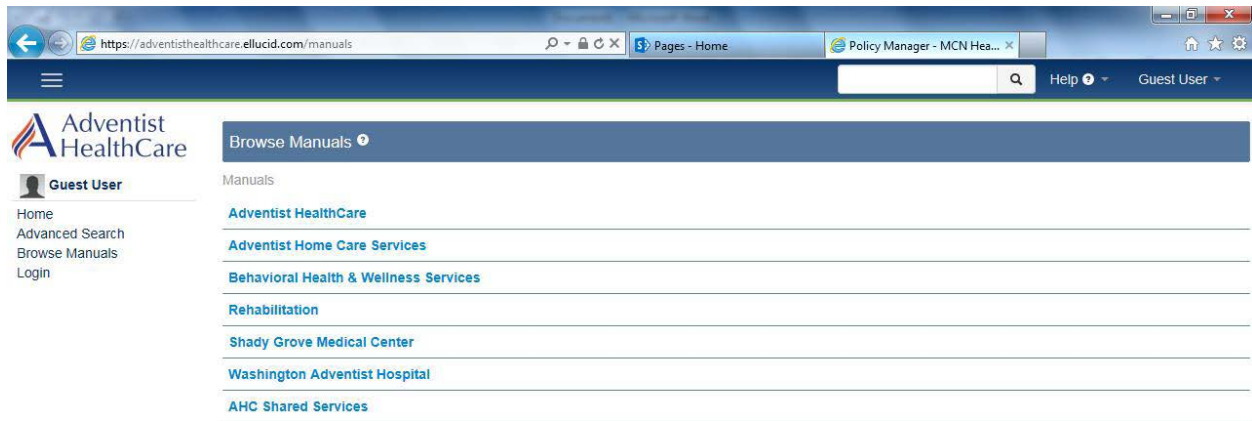
Rehabilitation, Kirsten Edler - 240-864-6133

Washington Adventist Hospital, Felicia Y. Benjamin - 301-891-6186

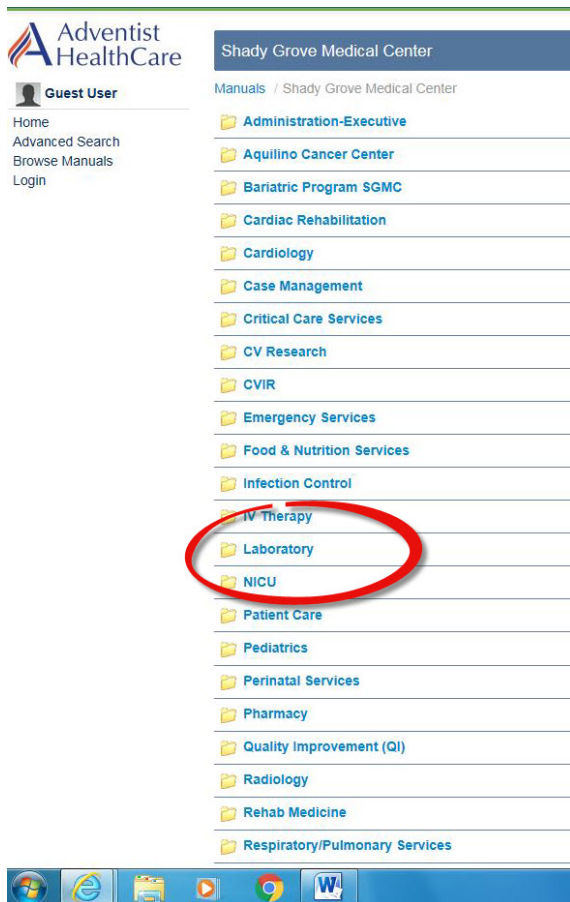
Support Center, Veronica Harker - 301-315-3373

Support Center Clinical Policies, Donna McMahon - 301-315-3344

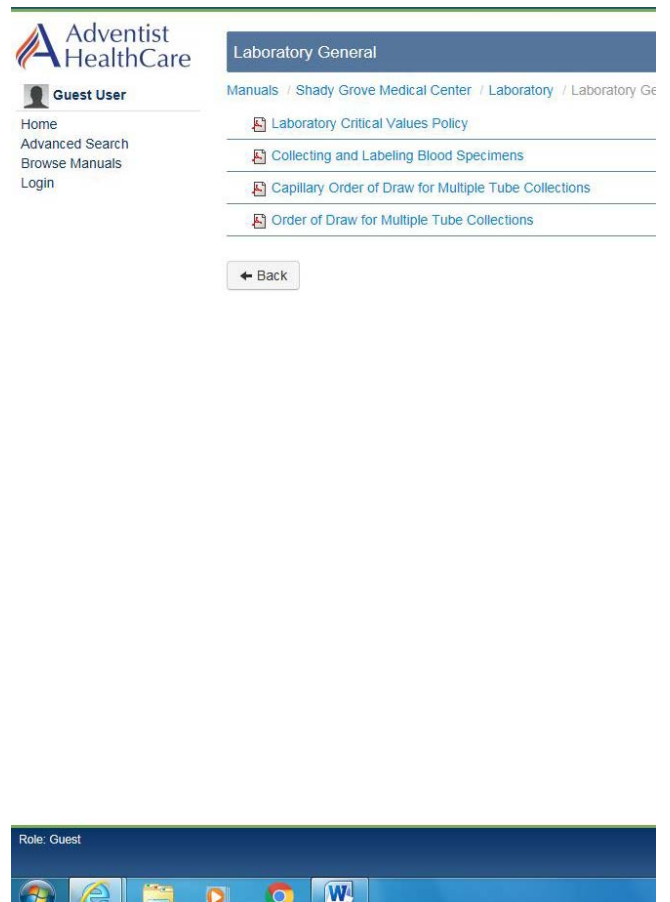
4. The Policy Library site will display, Click Browse Manuals



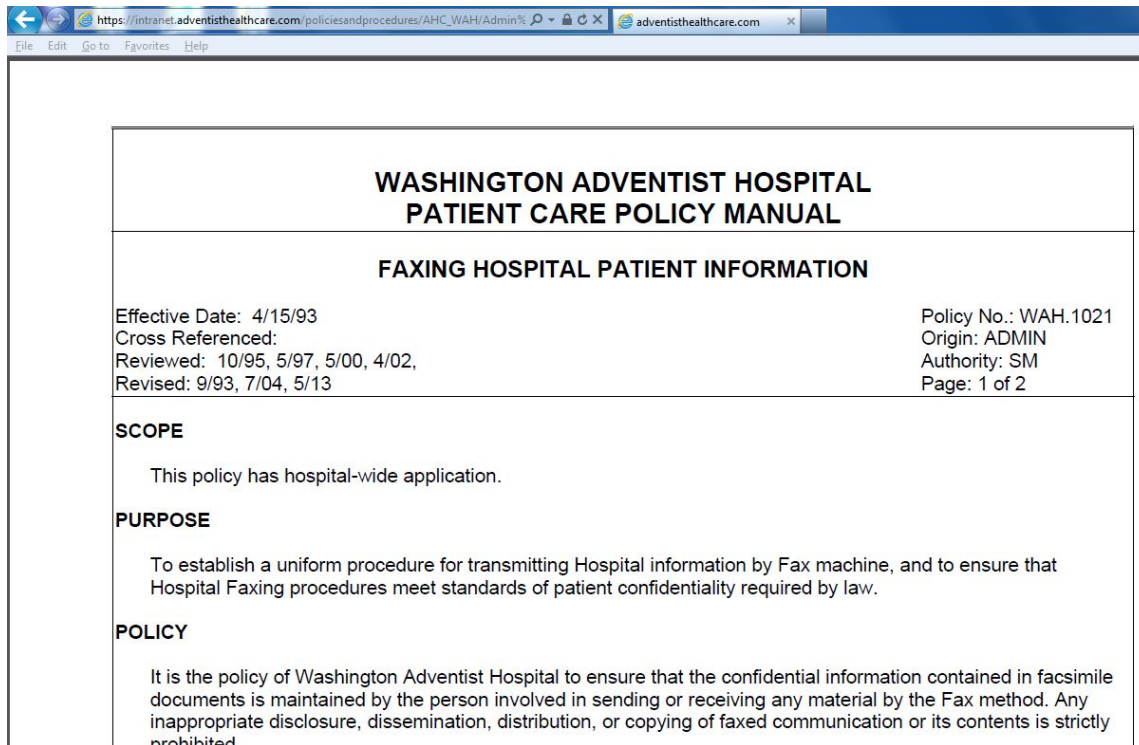
5. Select and click on the site. For Adventist Corporate policies, select AHC Shared Services



6. Department folders will display. Click one to expand and see sub-folders. Select a sub-folder to see policy list.



7. Click on the policy to open it.



The screenshot shows a web browser window with the URL https://intranet.adventisthealthcare.com/policiesandprocedures/AHC_WAH/Admin%20. The page content is as follows:

WASHINGTON ADVENTIST HOSPITAL PATIENT CARE POLICY MANUAL	
FAXING HOSPITAL PATIENT INFORMATION	
Effective Date: 4/15/93 Cross Referenced: Reviewed: 10/95, 5/97, 5/00, 4/02, Revised: 9/93, 7/04, 5/13	Policy No.: WAH.1021 Origin: ADMIN Authority: SM Page: 1 of 2
SCOPE This policy has hospital-wide application.	
PURPOSE To establish a uniform procedure for transmitting Hospital information by Fax machine, and to ensure that Hospital Faxing procedures meet standards of patient confidentiality required by law.	
POLICY It is the policy of Washington Adventist Hospital to ensure that the confidential information contained in facsimile documents is maintained by the person involved in sending or receiving any material by the Fax method. Any inappropriate disclosure, dissemination, distribution, or copying of faxed communication or its contents is strictly prohibited	

8. The selected policy will display.

Note:

Instead of selecting Browse Manuals (step 4), you may select Advanced Search and enter a word or phrase to search. The search can be limited to fields (title, content, keyword), manuals (departments) and type of document (consent, policy, procedure, etc.)