TRAINING UPDATE

Lab Location:	GEC, SGMC & WAH	**Date Distributed:**	8/28/2017
Department:	All staff	**Due Date:**	9/25/2017
		Implementation:	**9/25/2017**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Hospital Policies via Intranet   SGAH.L11 v3   *This has been converted to a system SOP*
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**
Refer to the electronic signature page for approval and approval dates.		
Local Issue Date:	Local Effective Date:	

Review:		
Print Name	**Signature**	**Date**

TABLE OF CONTENTS

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.
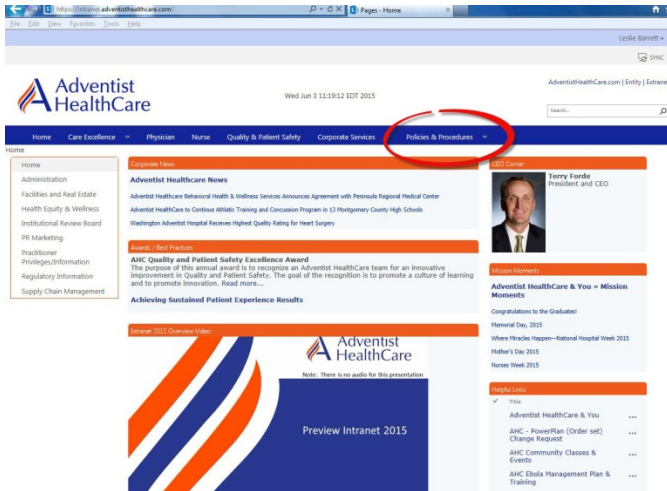
6.   RELATED DOCUMENTS
None

7.   REFERENCES
N/A

Form revised 3/31/00

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
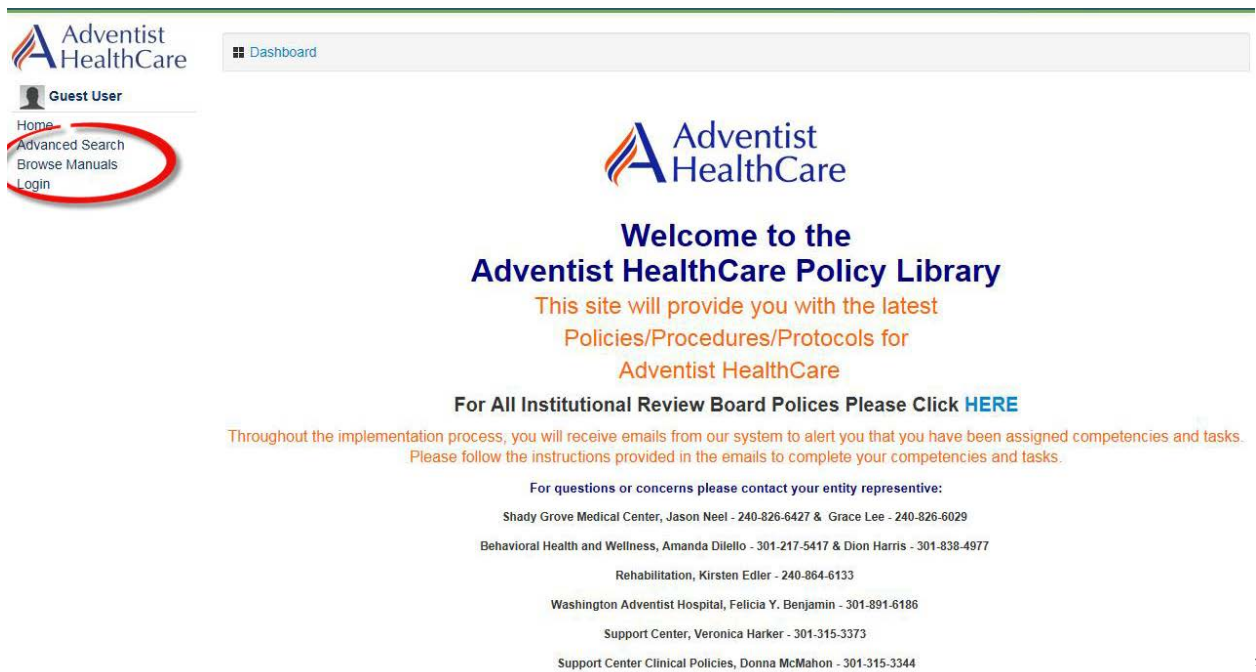
9.   ADDENDA AND APPENDICES
AHC Intranet Instructions

SOP ID: SGAH.L11
SOP version # 3

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

Internet Explorer.lnk
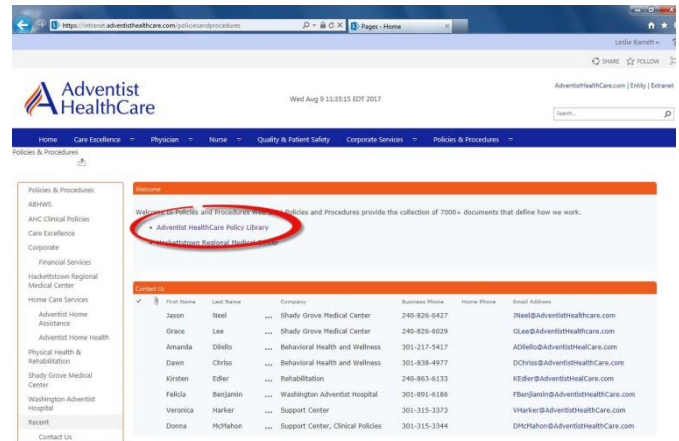
2. Click on Policy & Procedures

3. Click on link to Policy Library.

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

SOP ID: SGAH.L11
SOP version #   3

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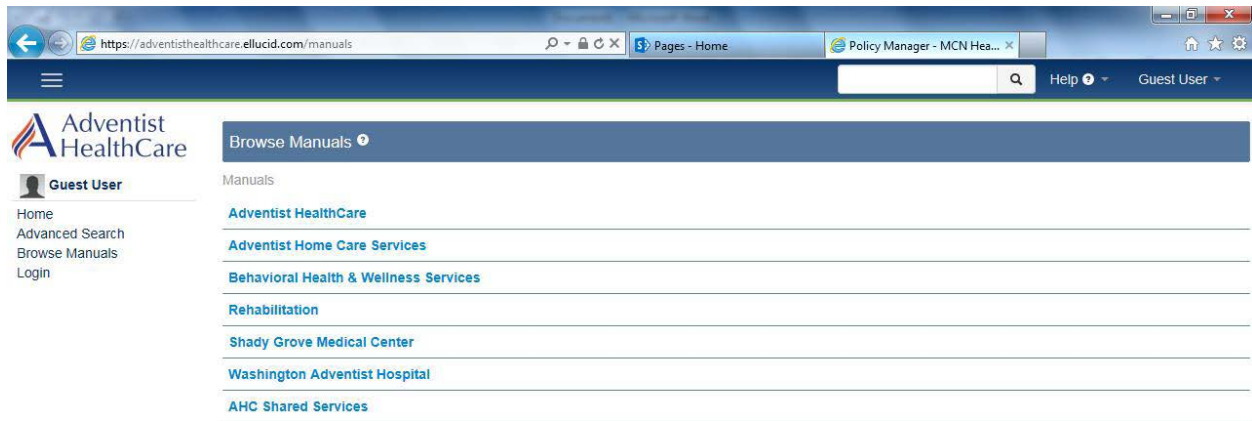
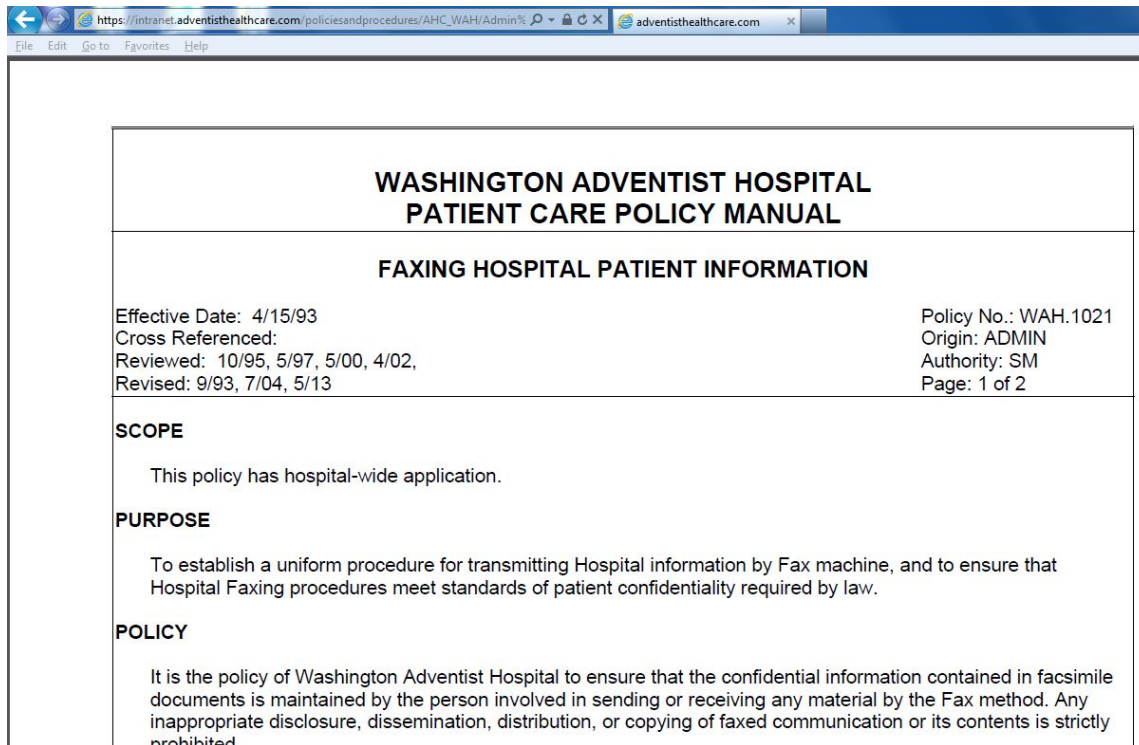5. Select and click on the site. For Adventist Corporate policies, select AHC Shared Services
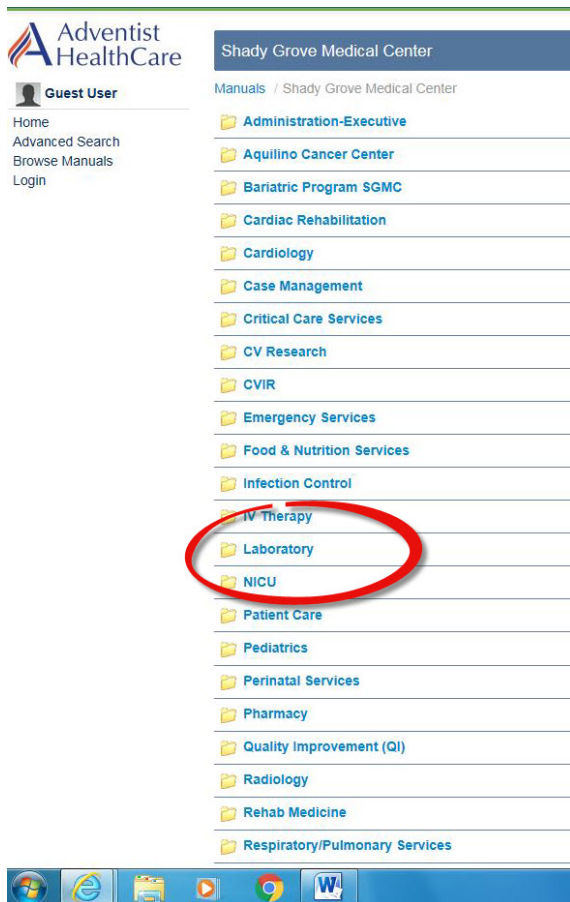
6. Department folders will display. Click one to expand and see sub-folders. Select a sub-folder to see policy list.
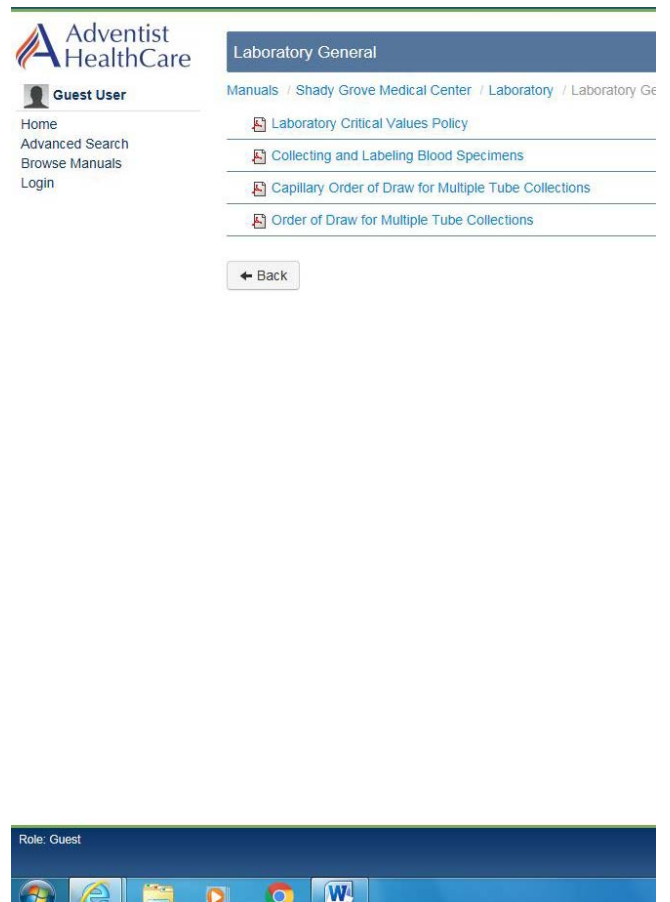
7. Click on the policy to open it.

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File   Edit   Go to   Favorites   Help

https://intranet.adventisthealthcare.com/policiesandprocedures/AHC_WAH/Admin%   adventisthealthcare.com

**WASHINGTON ADVENTIST HOSPITAL
PATIENT CARE POLICY MANUAL**

FAXING HOSPITAL PATIENT INFORMATION

Effective Date: 4/15/93   Policy No.: WAH.1021
Cross Referenced: Origin: ADMIN
Reviewed: 10/95, 5/97, 5/00, 4/02,   Authority: SM
Revised: 9/93, 7/04, 5/13   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.)

Form revised 3/31/00