

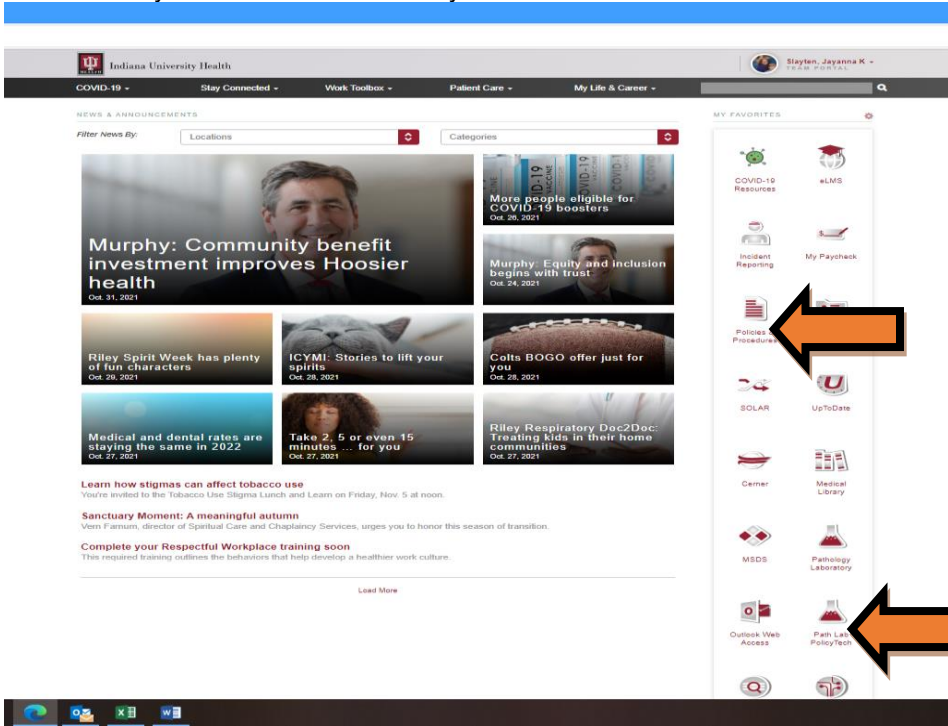
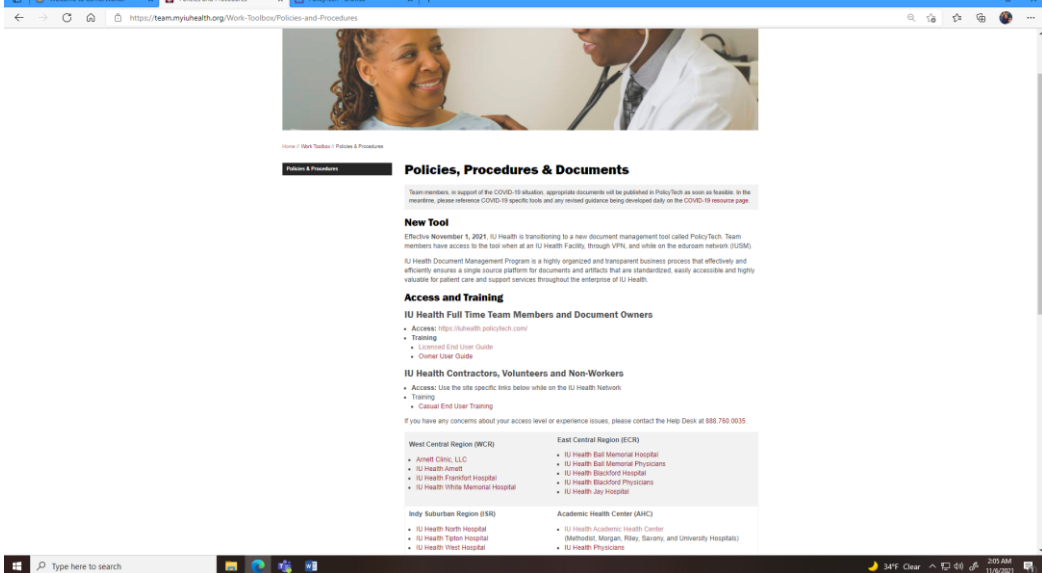


PURPOSE: INSTRUCTIONS HOW TO ACCESS POLICY TECH

PROCESS: BB ACCESS TO POLICY TECH

REV. #, DATE 2.0, 11.6.21

DOCUMENT OWNER: AHC BLOOD BANK

Step	Description:	Key Point / Image / Reason	Who
1	<p>Go to the Pulse Page Click on Policies and Procedures Or Alternately Click on Path Lab PolicyTech</p> 	Both options will take you to the next step.	BB
2	<p>This will take you to the Policies and Procedures Page</p> 	Policy Tech may be launched from this page	BB

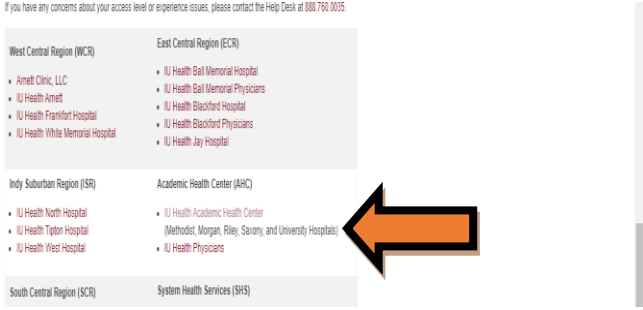
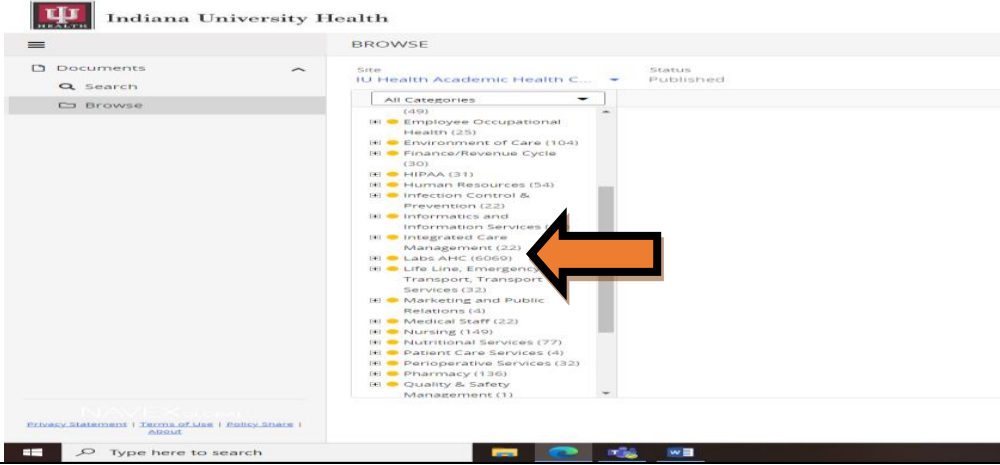
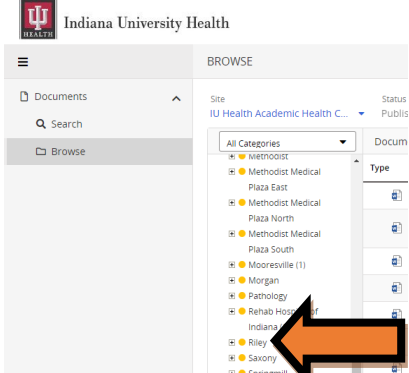


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3	<p>On the Policies and Procedures Page Click on IUH Academic Health Center (AHC)</p> 	<p>The Path Lab along with the AHC Blood Bank will be found under the IU Health Academic Health Center (AHC)</p>	BB
4	<p>When PolicyTech opens Click on (+)Labs AHC Which will expand</p> 	<p>Labs AHC is all of DPLM SOPs</p>	BB
5	<p>Click on the drop down to (+) Riley Which will expand</p> 	<p>The AHC Blood Bank can be found under Riley.</p>	BB

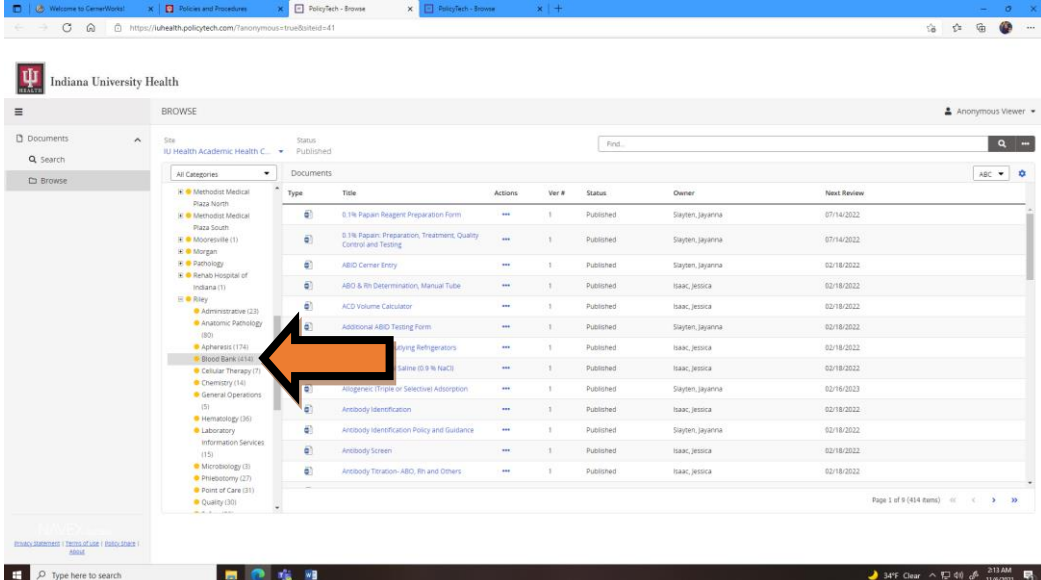
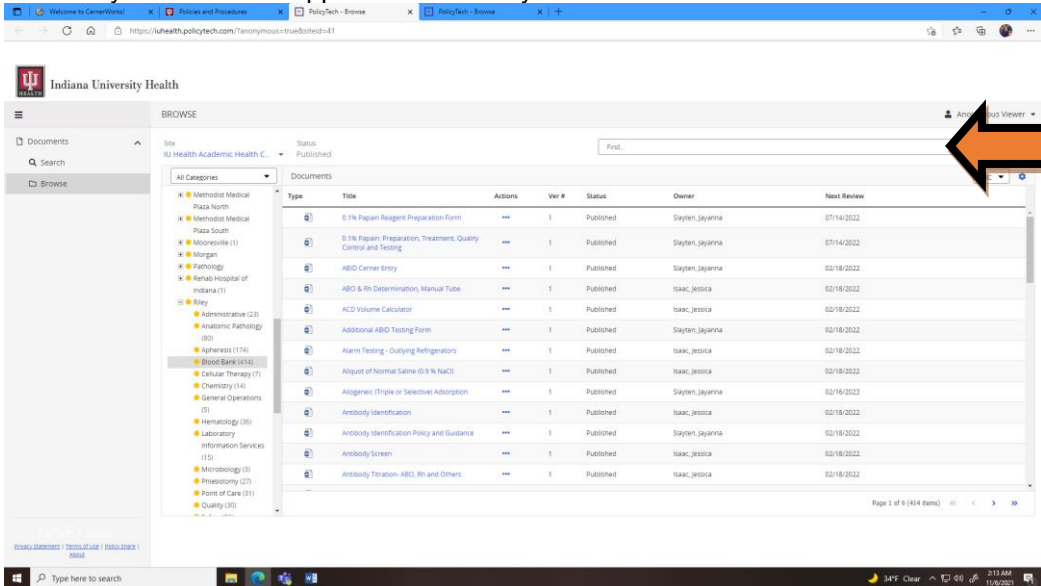


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6	<p>Click on Blood Bank Then here is access to all the AHC Blood Bank SOPs</p> 	<p>Chose the Blood bank under Riley.</p> <p>The path drill down to our SOPs and forms: +AHC ++AHC Labs +++Riley ++++Blood Bank</p>	BB
7	<p>To find an SOP Use the Find bar on the top left Use a key word and the applicable SOP may be chosen from the list below</p> 	Search by Key Word or phrase	BB

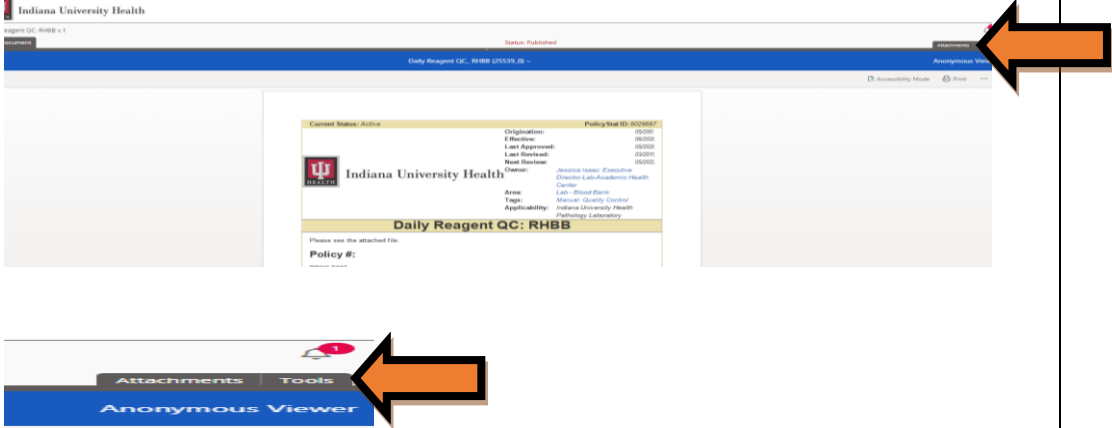
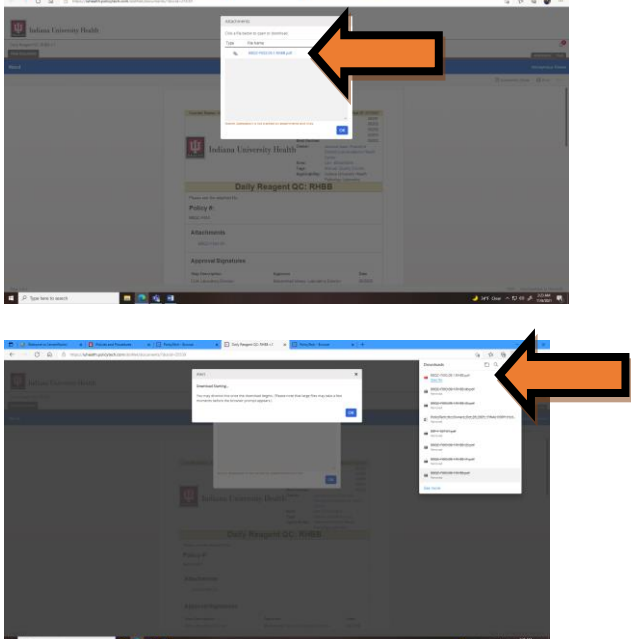


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8	<p>To access forms The links in PolicyTech are not live, so one cannot click on the document link as in the previous PolicyStat To get to a form: Click on Attachments in the upper right corner</p> 	Form are attachments to the document	BB
9	<p>When you click on Attachments This screen appears Click on the pdf. It will download to your computer Open the download to access the form when appears in the top right corner.</p> 	Download your document to access	BB