Policy Manager Benefits

Every Policy Document is Always Accessible - Anytime, from Anywhere

Improve staff accessibility to every policy, procedure and standards of care document across your organization. Policy Manager's robust, six-level search engine allows staff to easily search for the documents they need from any Internet-enabled computer. Intelligent version control ensures the policies they locate are always the most up-to-date version.

Save Staff Time at Every Policy Review Touch-point

Policy Manager's customizable approval processes allow you to automate your policy review workflow for maximum productivity. As a Web-based solution, Policy Manager encourages collaboration by allowing staff to review, edit and approve policies from any Internet-connected computer. Email notifications remind staff of tasks that need attention, and automatically notify the next approval group to keep the process moving.

Missing and Outdated Policies and Competing Versions are a Thing of the Past

Policy Manager helps you easily control versions and archives to create a reliable policy audit trail. The system automatically archives the old version of a document when a new version is approved. Staff will never have access to unapproved or archived versions of a document. All collaboration and edits to a document are stored in the system.

Ensure Staff Accountability

Policy Manager makes it easy to hold employees accountable to new and revised policies and procedures. Assign policies to be read or add quizzes to documents to ensure they're reviewed.

Minimize IT Resources

As a fully-hosted, Software-as-a-Service (SaaS) delivered solution; Policy Manager can be implemented quickly and customized easily. No IT resources are necessary - MCN provides the hosting, server maintenance, software upgrades, and technical support.

MCN / healthcare

Policy Manager Features and Benefits

Features	Benefits
6 Layer Search Engine	Staff save time searching across the enterprise for relevant documents. Results are displayed in a hierarchal return that may be narrowed to specific manual or folder.
Customizable Approval Groups and Workflow Processes	Easy to create and save customized work groups and workflow templates. Assign workflow processes to a single document, selection of documents or an entire folder. All workflow templates may be saved for reuse.
Automatic Email Notifications	Automatically alert staff to tasks that need their attention. Notify the next set of reviewers that policies are ready for review. Notify users of new or updated policies and competencies.
Linking of Documents	Link documents to policies, forms, or other documents in the system to each other.
External Links	Link documents in the policy manager to external databases, websites, or regulations.
Audit Trail/History/ Archive	All document edits, revisions and note history are stored with the version of the document and may be viewed at any time including after the document has been archived.
Version Control	Maintain control of all versions and archives of a document. Staff will have access to only the approved version of the policy.
PDF Conversion	MCN policy management software will automatically convert your documents.
Group Documents	Organize and categorize your documents.
Filter/Sort	Filter and sort tasks and processes easily.
Reports	Comprehensive reporting allows you to run reports with date ranges, filters and export into Excel or CSV.
Security	Apply security groups to folders.
Privilege-Based Roles	Assign roles that fit user's level of responsibility.
Multi-facility Features	Utilize one site for your entire system.
Manual Import	Upload an entire manual of documents into the system with the ability to attach document data at the same time. Documents can be marked as approved and additional document properties such as keywords and document numbering at the point of loading so that they are immediately visible to staff upon import.
Email Customization	Automated emails are sent from Policy Manager to alert users of tasks or assignments they have to complete. These emails can be customized by Admins to contain organization specific information in order to assist users with organization expectations and procedures for completing their assignments.