

Reference Number: ORG.1611.PR.007	Program Area: Information
	Technology
Issuing Authority/Source: Information	
Technology	Policy Section: Internal Portal
	Services Contributors Resources
Issue Date: August 27 2014	Subject: Archive Current Published
	Master Policy
Review Date:	
Revision Date:	
1	1

## SUBJECT:

Archive Current Published Master Policy

## PURPOSE:

Procedure to Archive current Published Master Policy

## PROCEDURE:

When revising an existing policy item, the current published document must archived because the system will only allow you to have one master file for each policy item bearing the unique name and numerical identifier.

Before you can upload a revised policy, you must send the current master to the archive. This includes Former RHA Central and Former South Eastman Policies.



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		1	AD-109.000	Transportation for Resid	lents in Personal Care Homes	D	Check Out	19
		-	AD-111	Patient Destination Prov	ided by Emergency Medical Serv	ices (EMS)	Workflows	12
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4.	Click Edit Properties.	13	AD-114.000	Reporting and Managing	Critical Incidents, Critical Occur	rences, Occurrences and Nea	ar Misses	01
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10.	Select Policy Resources from the Quick Launch.	1	Policy Template		14/02/2006 29/12/2008			
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	You will be taken to a new screen.	E Ad	d new document					
11.	Select the appropriate manual Policy Archive.							

12.	You will be taken to the archive master index for
	the manual containing all section files previously
	archived.

13. Verify that the file has been moved to the Archive. Repeat steps 1 thru 12 for all polices that are being replaced in both Former Central and Former South Eastman Policy Libraries.

You are now able to upload the new policy document that has been revised.

14. To back out of the archive master index view, select the appropriate manual from the Quick Launch.

Administrative Policy	Type tiumber	None
Part (Production	T AD-100	Conflict of Interest
Manual Manual	AD-100.000~AD-199.999	Administration Policy Index
Clinical Services Manual	AD-101.000	Membership Dues and Associated Fees
Infection Prevention and	T AD-102	Delegation of Authority
Control Hanual	AD-105.000	Curtailment of Services or Redirection of Services
Regional Policy	AD-107.000	EMS Fee Structure
Resources	AD-108.000	Patient Transportation and Fee Adjustment -
Internal Portal Service Contributor Resources	T AD-109.000	Transportation for Residents in Personal Care Homes
Dispositic Services	AD-111	Patient Destination Provided by Emergency Medical Services (DHS)
Policy	AD-112.00	Care While Waiting Personal Care Home Placement
🕘 Recycle Bin	AD-113.000	Complaint Management And Monitoring
	AD-114.000	Reporting and Managing Critical Incidents, Critical Occurrences, Occur