



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:	

SUBJECT:

Archive Current Published Master Policy

PURPOSE:

Procedure to Archive current Published Master Policy

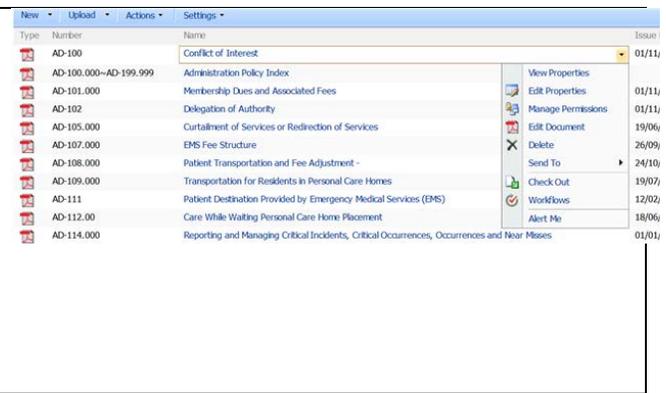
PROCEDURE:

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.

<p>1. From the Navigation Row, select the appropriate manual. From the Table of Contents, select the appropriate Section Index.</p> <p>It will open in a new window.</p>	
--	--

- Select the document to be archived.
- Click the dropdown box for a selection of options to appear.
- Click **Edit Properties**.
- A properties box will appear containing information about the current file.



- In the Name field, revise the file name by adding either the **Issue Date** or **Revision Date** following the file name. Use the most current date to display as "Nov26-2002".
- Scroll down to the last field on the properties screen to Archive, click the **Checkbox**.
- At the bottom or top of the page, click **OK**.



- The Index screen will re-appear. Verify you are no longer able to view that file.
- Select **Policy Resources** from the Quick Launch. You will be taken to a new screen.
- 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 policies 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.

Type	Number	Name
AD	AD-100	Conflict of Interest
AD	AD-100.000-AD-199.999	Administration Policy Index
AD	AD-101.000	Membership Dues and Associated Fees
AD	AD-102	Delegation of Authority
AD	AD-105.000	Curtailment of Services or Redirection of Services
AD	AD-107.000	EMS Fee Structure
AD	AD-108.000	Patient Transportation and Fee Adjustment -
AD	AD-109.000	Transportation for Residents in Personal Care Homes
AD	AD-111	Patient Destination Provided by Emergency Medical Services (EMS)
AD	AD-112.00	Care While Waiting Personal Care Home Placement
AD	AD-113.000	Complaint Management And Monitoring
AD	AD-114.000	Reporting and Managing Critical Incidents, Critical Occurrences, Occurrences and