

# PolicyTech Frequently Asked Questions

## **What is PolicyTech?**

PolicyTech is the standard AdventHealth policy management system, uses as the single, central, and secure location to store all policies and related documents organization wide.

## **Why are we moving to the PolicyTech platform?**

Over the past few months, we have made some exciting progress in rejoining our AdventHealth family. One important way we are working to align with the rest of our AdventHealth family is by standardizing our policies, processes, and procedures. PolicyTech will optimize our current processes and platforms, giving us a single source of truth for policies organization wide, allowing consistent access to up-to-date documentation and providing seamless traceable collaboration. For all our teams, this system will save valuable time spent searching for current policies and procedures and introduce intuitive, easy navigation for convenient at-your-fingertips information.

## **When will we go live with AdventHealth PolicyTech?**

Starting March 1, AdventHealth Port Charlotte team members will be live on PolicyTech for access to AdventHealth company-wide and West Florida Division policies. The path to having local facility clinical policies on PolicyTech will begin on March 1 and take 4-5 months to transition.

## **Will existing policies automatically transfer from CHS “MyPolicies” to AdventHealth PolicyTech?**

No. Access to “MyPolicies” will end on March 1.

## **How will I access my current facility policies on Day 1?**

With guidance from leadership, current Port Charlotte policies will be accessible via a binder of printed policies on each unit. This effort is being managed by your Quality team and CNO.

## **How will I access PolicyTech?**

A link to PolicyTech and PolicyTech Resources will be available on the Connect homepage under “Policies.” A [General User Training](#) is available through the AdventHealth Learning Network (ALN), for all team members.

## **What documents will live in PolicyTech?**

When the transition occurs, all policies as well as Standard Operating Procedures (SOPs), Plans, Guidelines and Protocols will be transitioned into PolicyTech as part of this implementation.

## **Will I have access to all facilities within my Region?**

Yes, PolicyTech “sites” are set up by region. Users within a region will have access to view the policies at all facilities within their region. Additionally, you will be able to view companywide and divisional policies without switching between multiple sites or systems.

## **Will I still be able to access policies in my current platform?**

No. Once we go live with AdventHealth PolicyTech, all policies, related SOPs and Plans, Guidelines and Protocols will all be housed in AdventHealth PolicyTech for accuracy and easy navigation.

### **How would I identify company-wide policies versus my facility policies?**

Company-wide policies are visible across all regions as the first folder in your PolicyTech regional site. Company-wide policies have a unique reference number starting with "CW." You can find facility specific policies by choosing the folder labeled with the facility name.

### **When visited by a surveyor from a regulating agency, such as Joint Commission or DNV, what steps should I take to access Policies?**

Until AdventHealth Port Charlotte transitions to PolicyTech, policies will be housed in binders on each unit. Also, your quality team and CSuite can support with policy access as needed.

## **Note for Lab Policies**

### **Are lab policies migrating to PolicyTech?**

AdventHealth also utilizes MediaLab for lab policies. Lab policies do not live in PolicyTech. Beginning March 1, Port Charlotte legacy MediaLab instance will transition to an AdventHealth MediaLab subscription and lab SOPs will transition to the AdventHealth version of MediaLab. This effort is being led out by your local Lab Director.