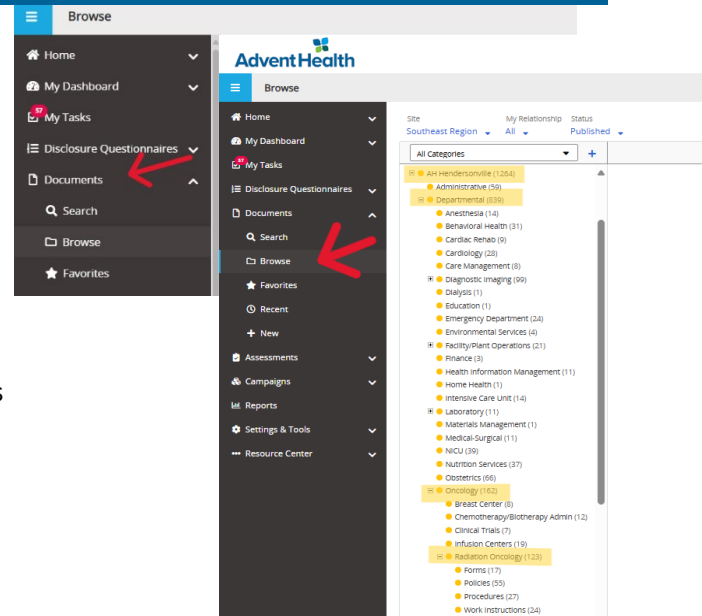


Quick Guide: Finding Radiation Oncology Policies

Accessing Policies – Browse

The best way to access a document is through the **Browse** function:

- In the left panel click **Documents**
- Your view will default to **Browse**, which allows you to navigate company-wide and facility-specific policies/SOPs by category. To find Radiation Oncology, go to Browse, then select: [AH Hendersonville](#) > [Departmental](#) > [Oncology](#) > [Radiation Oncology](#).

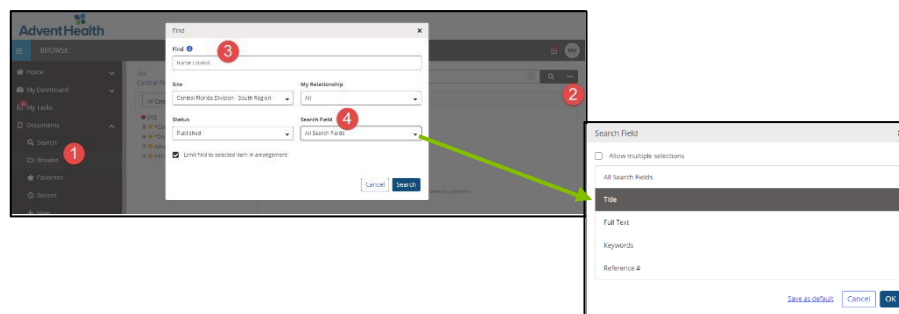


**Verify document location represents your region & facility. Company-wide policies are identified by a "CW" in the policy number.*

Tips: Searching for Documents

- Highlight the folder you would like to perform your search – to narrow search results, select specific facility (i.e. **AH Hendersonville**)
- When searching for documents, use Expand Search (...) next to the Magnifying Glass icon.
- Type your Search query and select appropriate Field Search.
 - Here you can filter to search for **Title**, **Full Text**, **Keywords**, and **Reference #**
- Do not add dashes (-) or punctuation (. , ; /) when searching for documents.
- Use quotations marks (" ") around your search query ie "Hurricane Safety" to ensure the entire text is included in your search.

Browse View



For questions regarding policy content, please contact the document owner listed on the policy.

For questions regarding PolicyTech, please contact your site administrator or visit [PolicyTech Team Member Resources](#)