Can you make decisions based on what you don’t know?

Combined with the powerful and flexible ComplyTrack platform, the Documents & Policies workflow allows organizations to create, manage and store any documents important to a health care organization, such as policies and procedures, plans, contracts, incident forms, correspondence, and any other documents that represent evidence—a cornerstone of any effective risk and compliance program.

The built-in content-versioning system eliminates document distortion that can be the result of multiple editors. The cooperative document management system allows for check-in and check-out features across departments without compromising data integrity. No matter how many editors are involved in the process, your documents will remain relevant and up-to-date.

Know your regulatory stance
- Maintain strict document-version fidelity with version control, revision control, and archiving capabilities.
- Provide access to internal users over the corporate intranet with a companion publishing portal.
- Ensure that only authorized users view, edit, and create documents using the multilevel security controls to easily grant or suspend access to users at any time and assign individual editorial controls.

Make the right decisions at the right time
- Create a new document, design a new template for your specific document needs, make changes to current policies or templates, or archive a policy that is no longer relevant—all from one simple-to-use web-based product.
- Create standard style sheets for any type of document—from compliance plans, to policy and procedures, to mail-merging templates.

Get the information you need, when you need it
- Edit documents utilizing your existing document creation software, like Microsoft Word, Excel, etc.
- Keep editorial teams in the document creation workflow with built-in e-mail reminders.
- Combine with ComplyTrack Surveys for easy and secure distribution of documents to employees, vendors, and consultants to ensure certification and attestation.

Know. Right. Now.

complytrack.com
Create, manage, and distribute strictly controlled documentation with ComplyTrack Documents & Policies

Know the answers auditors need in an instant with the Audit Trail function.

Document manager automates the review process. Editors receive notifications when documents are due for review, and any changes made are tracked with the document for accurate reporting during an audit or investigation.

Set up email reminders to ensure that appropriate individuals are notified when policies are due for review; no policies slip through the cracks.

Know. Right. Now.

Contact us at 800.808.6800 for more information.

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