

January 2024

COMPLIANCE *pulse*

WELCOME TO THE JANUARY EDITION OF THE VUMC COMPLIANCE PULSE

Every other month, the Office of Compliance & Corporate Integrity (OCCI) uses this platform to update you on important compliance topics and announcements.

VUMC Policy and SOP Access

This month, we want to highlight [PolicyTech](#). All current VUMC policies and SOPs can be accessed online in [PolicyTech](#). Note, to login, you must provide your VUMC ID and password.

All full-time VUMC employees may view policies and SOPs from any VUMC facility. One exception: community provider access is limited to facility (e.g., a community provider at VWCH only has access to the VWCH PolicyTech).

What is PolicyTech?

PolicyTech is an online platform and management software VUMC uses to manage and store policies and SOPs. It provides convenient access to our policies and SOPs and is the definitive source for the most current versions.

Within PolicyTech, you will find important policies and SOPs related to Clinical Operations, Clinical Practice, Compliance, Finance & Revenue Cycle, Human Resources, Infection Prevention, Information Management, Medication Management, Patient Assistance, Quality, Safety, & Risk Prevention, Research, and Safety.

How do I search for a policy in PolicyTech?

PolicyTech offers the ability to search for policies and SOPs in a variety of ways: by department, subject matter, document owner, or via a custom search. (See [PolicyTech Tip Sheet: How to Search](#) and [How to Browse](#).)

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What if I want a copy of a policy or SOP?

All policies and SOPs accessed through PolicyTech can be downloaded and printed. Just use the download and print icons in the top right corner of each policy document.

Please keep in mind that all VUMC policies and SOPs are for INTERNAL USE only.

How do I know if a policy was recently updated?

All VUMC policies include a header with the “Effective Date.” This reflects the date in which the policy was last approved.

For document owners, PolicyTech also includes a policy history section within the document, detailing the effective date, along with updates on revisions.

Unsure About a Policy?

Ask your manager.

Refer to [PolicyTech](#).

[Contact](#) the Compliance Office.

Additional Resources

For more information on the VUMC policy governance process, see the [VUMC Policy: Policy and Procedure Governance](#).

For helpful FAQs, review our newly released [Compliance Tip Sheet: PolicyTech](#).

Visit the [OCCI website](#). Here, you will find helpful resources, including tip sheets, contact information, links to the VUMC Integrity Line, important policy information, and much more.