RemotePolicy® Document Management System

Policies and procedures are critical documents that need to be modified on an ongoing basis especially as an organization grows. While the core components of a policy may stay the same, the details can change within the organization.

Therefore, it is important to constantly review policies and procedures. Outdated policies could leave your organization at risk as they may not address new systems or technology which can result in inconsistent practices.

Regularly reviewing policies and procedures keeps your organization up to date with regulations, technology and industry best practices. Policy review ensures that your policies are consistent and effective.

Reviewing policies and procedures is especially important for high risk or highly regulated industries such as healthcare, public safety, banking and more. Organizations in every industry should regularly review and revise their company policies.

The Challenge

The policy and procedure landscape of an organization is complex with many moving parts. Organizations are faced with constantly changing regulations which leads to employees being unclear which policies are affected. In addition, organizations are constantly updating systems resulting in changes to procedures. This leads to confusion of what documents to use and who in the organization is responsible for making updates to policies and procedures.

RemotePolicy® Solution

RemotePolicy® is designed to manage all aspects of maintaining policies and procedures including storing, tracking, distributing and approving documents. RemotePolicy® tracks documents by division, department and author. In addition, an approval process is available to certify policies and procedures for compliance and testing purposes. Users can also search by KEYWORD and allows all stakeholders access to critical policies and procedures.

Other features:

- Cloud-based
- Easy to use administration module
- Central repository for all policies and procedures
- Tracking of attestation and staff comments
- Ability to search by division, department, author and KEYWORD
- Dashboard displays Alerts and Policy updates
- Tracks version control and provides audit trail
- Ability to assign roles to end users
- Real-time reporting