POLICIES/PROCEDURES USER'S GUIDELINES

Accessing Health System Intranet and Policies and Procedures

1. Open Internet Explorer on your computer. Type in **intranet** in the address box.
2. The **Intranet Home** Page can be set as your home page or it can be put on your desktop as an icon.
   a. To set as your home page go to **Tools** and **Internet Options**. Under Home Page click **Use Current, Apply,** and **OK.**
   b. To set as an icon on your desktop click **File, Send To,** and **Shortcut to Desktop.**
3. Select **Policies/Procedures - St. Elizabeth Healthcare** under Quick Links or under Business Tools.

Accessing Health System Intranet from Home

From outside of the network, open Internet Explorer on your computer and type http://private.stelizabeth.com in the address box, then type in your network login. Once you are on the Intranet page, you will see "Quick Link" on the right side of the page. Select **Policies/Procedures - St. Elizabeth Healthcare.**

Or

From outside of the network, open Internet Explorer on your computer and type http://www.stelizabeth.com in the address box, then at the top on the right you will see **Login** click this and log into the network with your user log in information. Once you are on the Intranet page, you will see "Quick Link" on the right side of the page. Select **Policies/Procedures – St. Elizabeth Healthcare.**

A. Accessing Documents

1. Catalog (Manual) Search
   a. **Catalog Tab:** The system opens to this tab first
   b. Choose Division by clicking on the first box next to **Division** with three small dots (Ellipsis). Choose Florence/Ft. Thomas, Edgewood/Grant/Covington or St. Elizabeth Healthcare.
   c. Choose a manual from the list by clicking on the first box next to **Policy Manual** or **"+"** next to the manual you wish to view and the sections will then be listed.
   d. To view a particular section or department click on **"+"** next to the section or department you wish to view. All policies in that department will then be listed.
   e. To open a document from the search function, click on the **WORD** icon or the **PDF** icon next to the title you wish to view. Choose **Open** and the document will open.

   NOTE: If a document has attachments, this is indicated by "+" next to the paper clip icon. Attachments are opened by the same method.

2. Regular Search
   a. **Click on Search Tab – A regular search will search across all Divisions**
   b. Type in the key word(s)
   c. Choose whether you want to search **Any of these words, All of these words, or The exact phrase** by clicking on the circle next to your choice. (This does not apply when using one word searches. When searching by number you must type an asterisk (*) after the number and choose **Any of these words**.) When searching by number, do not use suffix numbers (On former St. E policies, this is the two digits after the second decimal).
   d. Click **Search**.
   e. All documents containing the key word(s) in the text of the document or in the title will be listed.
   f. To open a document from the search function, click on the **WORD** icon or the **PDF** icon next to the title you wish to view. Choose **Open** and the document will open.

   NOTE: If a document has attachments, this is indicated by **"+"** next to the paper clip icon. Attachments are opened by the same method.

3. Advanced Search
   a. Click on **Advanced Search**
   b. Choose Division by clicking on the first box next to **Division**. Choose Florence/Ft. Thomas, Edgewood/Grant/Covington or St. Elizabeth Healthcare.
   c. Choose a Policy Manual by clicking on the first box next to **Policy Manual.** This must be done before you can choose a **Section** (department).
   d. Click on **Select** next to the Policy Manual you wish to search.
   e. To search by "department" click on the arrow next to **Section** and highlight the department or section you want. This is optional and you do not have to choose if you want to search the entire manual that has been chosen.
   f. Type in a keyword. When using more than one keyword searches, choose whether you want to search **Any of these words, All of these words, or The exact phrase** by clicking on the circle next to your choice. (When searching by number you must type an asterisk (*) after the number and choose **Any of these words**.) Remember not to use suffix numbers (the two digits after the second decimal) when searching by number.
   g. Click **Search**.
   h. To open a document from the search function, click on the **WORD** icon or the **PDF** icon next to the title you wish to view. Choose **Open** and the document will open.

   NOTE: If a document has attachments, this is indicated by **"+"** next to the paper clip icon. Attachments are opened by the same method.

What to do if computer system is down, (i.e. Policies and Procedures are not accessible) or if you need assistance locating a particular document.

1. Contact the applicable Policies and Procedures Coordinator for assistance, see below.

2. Hard copies are available in some of the Coordinator's work areas. If it is not possible to resource these hard copies, (i.e. off site location, or during off hours) contact a Manager, Nursing Supervisor or Director in emergency situations. Non-emergent needs should be deferred until such time the computer system and Policies & Procedures are accessible on line.

Policy & Procedure Coordinators		
Coordinators Name:	**Department**	**Number**
Jason Mullins (Computer Issues)	IS	859-301-3334
Monica Finke, Lead Coordinator	Quality Management	859-301-2470
Candy Proctor, Lead Coordinator	Pharmacy - Procedures	859-301-6192
Margaret Stewart	Human Resources	859-301-5169
Betsy Williams	Administration	859-572-3352
Robyn Cox	Radiology	859-212-4657
Andrea Keating	Pharmacy – Policies	859-572-3150
Kim DiFilippo	Safety/Security	859-301-2195
Elaine Ledbetter	Hospice	859-301-4604
Jeanne Jett	Ft. Thomas/Florence Plant Ops/Maintenance	859-572-2480
Tina Hutchison	Ft. Thomas/Florence Policies & Procedures	859-572-3155
Carolyn Calvert	Nursing Policies	859-301-2280
Betty Cottongim	Nursing Staffing Department	859-655-4867
Tammy O'Bryant	Nursing Procedures	859-301-6119
Stephanie Samagaia	Nursing Administration – Ft. Thomas	859-572-3155
Kathy Knuehl	Laboratory	859-301-2018
Melissa Ship	Grant County	859-824-8105
Lisa Schraer	Respiratory Care	859-301-2083
Melissa Davis	Nursing Staff Development	859-655-1636