ComplianceBridge

TotalCompliance™

Challenges and Solutions

by ComplianceBridge™

EASY COMMUNICATION

Management will find it easier to impart its knowledge and direction, and have that translate to execution within the organization. Policies, procedures, and other business critical documents are the major medium in which management can impart its direction and tone from the top throughout the organization.

CENTRALIZE AND UPDATE CONTENT

Content centralized and organized into one repository will never be lost, and all appropriate notifications and reports will ensure that your users will be prompted to revise and keep all content up to date. This will increase the operational efficiency of the organization, and also keeps your organization up to date with governmental regulations. This will better allow your employees to properly do their job and also reduce potential liability risks.

Challenges and Solutions of TotalCompliance ™

ComplianceBridge™ provides **TotalCompliance**, a leading Policy & Procedure management software solution. The software takes organizations existing policies and procedures and organizes them into one centralized online solution, which is searchable, where all relevant workflow, formatting, distribution, tracking, and reporting can be done within the premise of the software.

Improve efficiency and policy compliance

Some common challenges likely faced by organizations are as follows:

Keeping policies and procedures searchable in one central location.

Before: Content may become lost, difficult or time consuming to find, inconsistent, and impossible to know which version is current. Searching for documents may take hours. This can lead to less effective policies & procedures, as they are not formatted in a recognizable and efficient manner.

After: Content is stored in one central location, with the most up to date version live and organized by group, category, stage, or more. Previous versions filed away in the archive. Searching for documents is nearly instantaneous.

Keeping a consistent format and one current version.

Before: Different formats may be floating around, leading to less effective policies & procedures, as they are not formatted in a recognizable and efficient manner. Older and newer versions may be mixed in the abyss with no way to tell what content is current.

After: Content is consistent, as existing policies are easily revised or created from custom templates, increasing the readability and usefulness of the content for your end users. The most updated version is live, ensuring employees take action on only the most current direction. Differences between the live and previous versions can be highlighted to quickly display to an End-user what new direction has been set.

Linking content to existing regulations or other documents.

Before: Cannot link content to give the entire scope of a policies purpose.

After: Policies may be linked to all relevant regulations, procedures, forms, and more. Users will not have to spend valuable time searching for associated files, as it will be presented with the original policy.

No centralized place for users to collaborate on documents.

Before: To get edits and collaboration on documents, document owners would have to manually send the content out to advisors, and mediate their edits. Multiple edits are often contradictory or impossible to mediate.

After: Send one version of the document to one or multiple subject matter experts, editors, advisors, reviewers, and/or approvers. All content is edited on the same form, and users may temporarily lock the content to avoid simultaneous edits.

INCREASE EMPLOYEE EFFICIENCY

Employees will not waste time searching for content, or using content that may be out of date or poorly formatted. An efficient end-user portal and delivery system will make it simple for employees to find information containing job duties, procedures, and other critical information that will allow them to efficiently complete their job.

REDUCED RISK OF LITIGATION

Keeping historical records of employees who have been delivered policy and procedures, tested on them, and acknowledged with their electronic signature, will reduce the chances of costly litigation. Precedent shows that organizations which prove due diligence in teaching employees on proper business policy, are typically not found liable upon breaches of such policy.

No targeted distribution.

Before: Policies & procedures may be distributed to the entire organization, via email or a basic repository, regardless of an individual's position or need. No targeted distribution makes it difficult for employees to find only the content that is relevant for them. Or, content is delivered via paper, which is wasteful and increases the office clutter.

After: Employees have all of their relevant content a click away in a personalized portal, while not having to sift through documents that do not apply directly to them.

No end-user metrics, such as who has read, tested, and approved a policy or procedure.

Before: Large number of employees may not be updated on the organizations policies & procedures, as organizations cannot track which employees are out of compliance. This can lead to workplace errors and reduced efficiency, increased expenses, personal injury, improper patient care, or costly litigation.

After: Easy to view dashboard show all users who have, and have not, taken action on their policies. Reports can be automated to show updated lists of compliance data in the organization. Remediation tools such as action needed buttons for end-users, reminders, and supervisor notifications, exist to help your organization reach full compliance with ease.

No notifications or automatic workflow to review and revise documents.

Before: To update policies, those in charge must remember or manually write down dates for revision. Forgetfulness, lost reminder notices, and employee turnover create great hurdles to ensuring content remains up to date.

After: Built in review dates, expiration dates, and reminder notifications, will ensure content will never go forgotten and become out of date.

No lifetime archive.

Before: Old documents get lost, previous versions are lost and employee sign-offs do not remain.

After: Older versions of policies remain organized in an archive. All data, including the dates the policy was live, who it was distributed to, and all end-users sign-offs remain to protect the organization against liability risks, and adhere to growing regulations (ex: HIPAA) that require historical data to remain.

No advanced reporting.

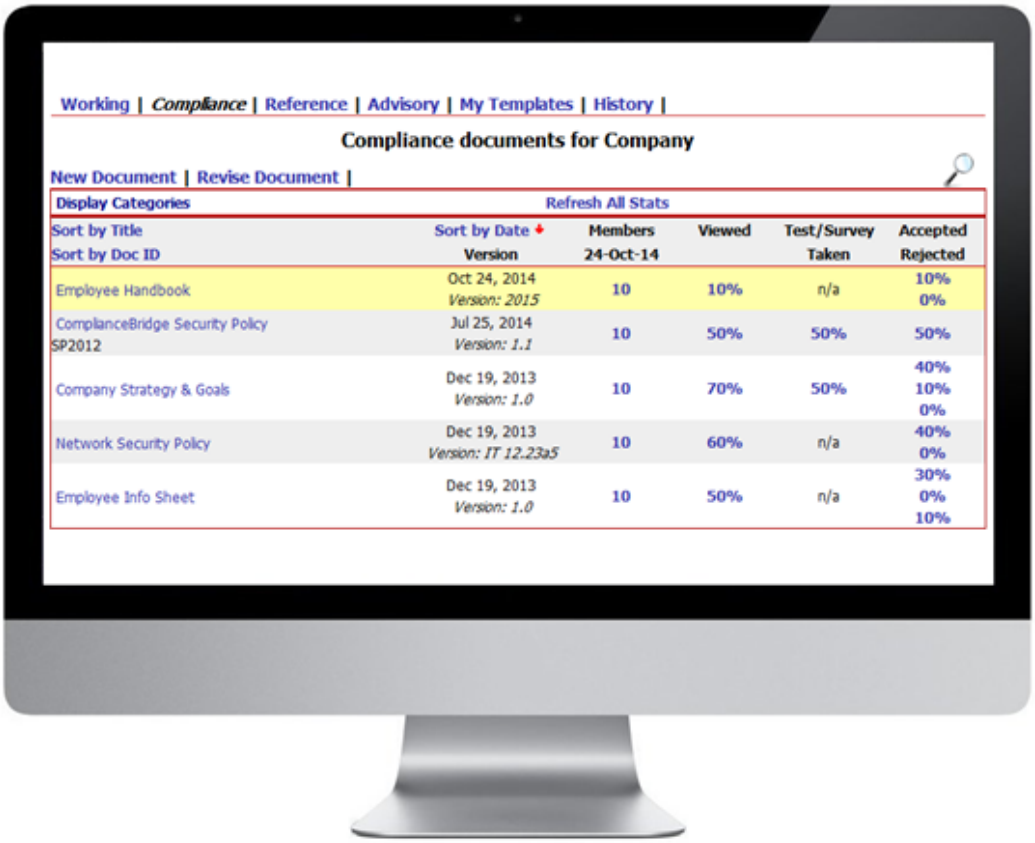
Before: Impossible to query and present data relating to policies & procedures in any meaningful manner.

After: Quickly created reports will show any data relating to your policy, procedure, or document programs. Automate reports to send up-to-date lists of various compliance data on a weekly or month basis- such as compliance score by department, lists of polices set to expire, lists of users out of compliance, or much more. Information relating to departments, documents, users, or more can quickly be queried.

Simple Policy Management

The TotalCompliance™ Policy and Procedure Management Software from ComplianceBridge™ has been designed to address each of the above challenges, and much more. The TotalCompliance solution has been designed as a "soup to nuts" policy manager, focusing on the entire document workflow, from document creation, edit, review/approval, publish, review, revision, and archive. End-users are prompted to read content that has been sent to them, followed by an optional test or questionnaire, and then acknowledgement. All end-user metrics are gathered and displayed in a dashboard for document owners or other individuals given privileges.

The TotalCompliance solution was designed with both usability and scalability in mind. Users are provided training materials, but generally speaking, the software was designed in a logical manner to assist in a shorter pick up time to ensure the software aids in organizational efficiency and does not take away from it. The day to day employee, also known as End-user, will find it very simple to log into a personalized portal, and search for and quickly find the content they are looking for. Content will be organized into categories, and additional filters will exist to aid them in this process.



Simple Policy Management

ComplianceBridge has helped over a hundred other organizations with these exact processes, including dozens of health care and medical centers. ComplianceBridge is committed to maintaining relationships with our clients first and foremost, and are always looking to add to our network of friends and co-pilots in our effort to properly and effectively manage policies and procedures.

COMPLIANCEBRIDGE

21701 Stevens Creek Blvd. #1205
Cupertino, CA 95015

(800)-317-2820 ph
(408) 904-6979 fx

www.ComplianceBridge.com