

# MediRegs<sup>®</sup> ComplyTrack Document & Policy Manager<sup>™</sup>

Create, manage, and distribute documents while maintaining strict control across the enterprise.

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*Document & Policy Manager* addresses all stages of a document's life cycle. It allows you to 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. Easily create, store, and manage all compliance-department correspondence, form letters, plans, policies, contracts, and other documents.

*Document & Policy Manager* enables you to:

- Edit document text with a familiar word-processing interface
- Create standard style sheets for any type of document—from compliance plans, to policy and procedures, to mail-merging templates
- Customize documents using a simple drag-and-drop approach for adding, removing, and reconfiguring document structures
- Edit section notes
- Insert links to external documents
- Maintain strict document-version fidelity with version control, revision control, and archiving capabilities
- Control access to documents for comprehensive document security
- Integrate with *ComplyTrack Survey Manager* to facilitate distribution to employees, vendors, and consultants and ensure certification and attestation
- Provide access to internal users over the corporate intranet with a companion publishing portal
- Keep editorial teams in the document creation workflow with built-in e-mail reminders

*Document & Policy Manager's* 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.

With the multilevel security controls provided by *Document & Policy Manager*, you can easily delegate access to users on the basis editorial group, department, and user-defined roles. It is possible to grant or suspend access at any time, ensuring that only authorized users view, edit, and create documents.

## DEVELOPED FOR

Compliance Officers  
Department Heads and Policy Writers  
Internal Auditors  
Medical Records Specialists  
Recovery Audit Contractor (RAC) and  
Quality Audit Teams  
Privacy and Security Officers

## INTEGRATE WITH THE FOLLOWING COMPLYTRACK SUITE MODULES

Activity & Event Manager  
Contract & Relationship Manager  
Survey Manager

## FOR MORE INFORMATION:

Visit [MediRegs.com](http://MediRegs.com) or  
call 800-449-6435