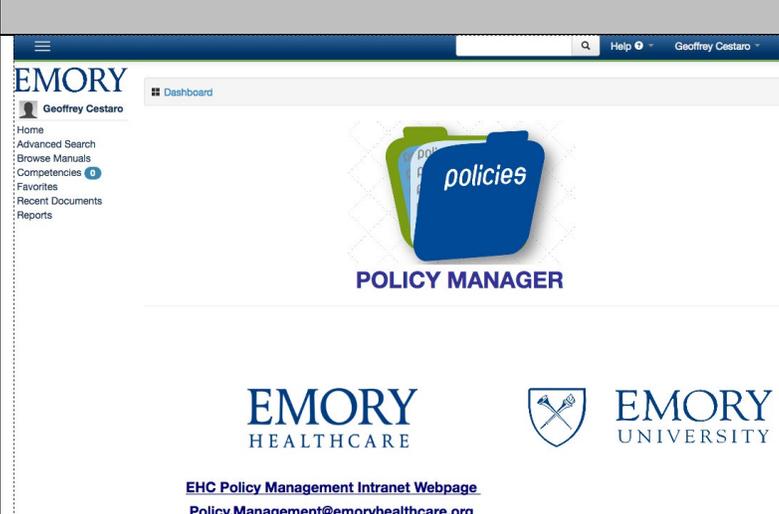


## Emory Policy Manager Quick Reference Guide: Enterprise

### Logging in to the Policy Manager Website

 <p>Network ID</p> <input type="text" value="NetID"/> <p>Password</p> <input type="password" value="....."/> <p>Login</p> <p>Forgot Password?</p> <p><small>Login is applicati contact t Center at http://he</small></p>	<ol style="list-style-type: none"><li>1. Go to <a href="https://emory.ellucid.com/">https://emory.ellucid.com/</a> by entering the address in your web browser.</li><li>2. You will be re-directed to Emory single sign-on.</li><li>3. Enter your netID and password.</li><li>4. Click Login.</li></ol>
 <p>EMORY HEALTHCARE</p> <p>EMORY UNIVERSITY</p> <p><a href="#">EHC Policy Management Intranet Webpage</a> <a href="mailto:Policy.Management@emoryhealthcare.org">Policy.Management@emoryhealthcare.org</a></p>	<p>You will arrive at the main Policy Manager home page.</p> <p>From here, policies are organized by Facility, including Emory Healthcare, University, and Enterprise. Enterprise contains policies shared across University and Healthcare.</p> <p>Within Facility, policies are organized into Manuals, which represent topics, like administration, communications, etc.</p>

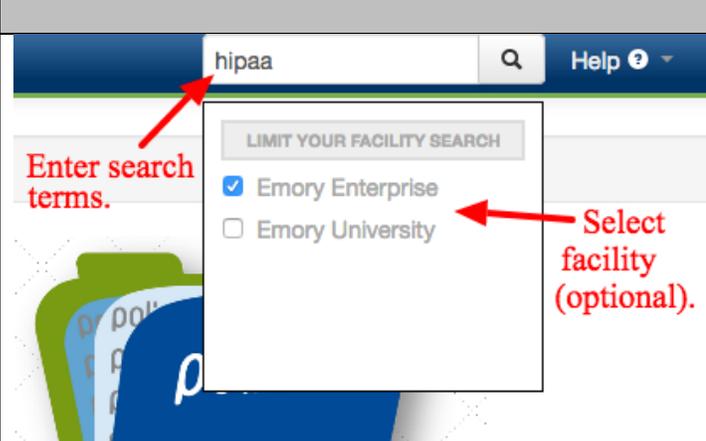
## Searching for Policy Manuals and Documents



The screenshot shows the EMORY dashboard with a search bar at the top right containing the text "hipaa". A sidebar menu on the left lists options: Home, Advanced Search, Browse Manuals, Competencies, Favorites, Recent Documents, and Reports. Red arrows point from the text "General search from main navigation bar." to the search bar and "Advanced search from sidebar menu." to the "Advanced Search" menu item. A graphic of folders labeled "policies" is overlaid on the sidebar.

You can do a basic search from the main navigation bar or choose Advanced Search from the sidebar menu.

## Basic Search

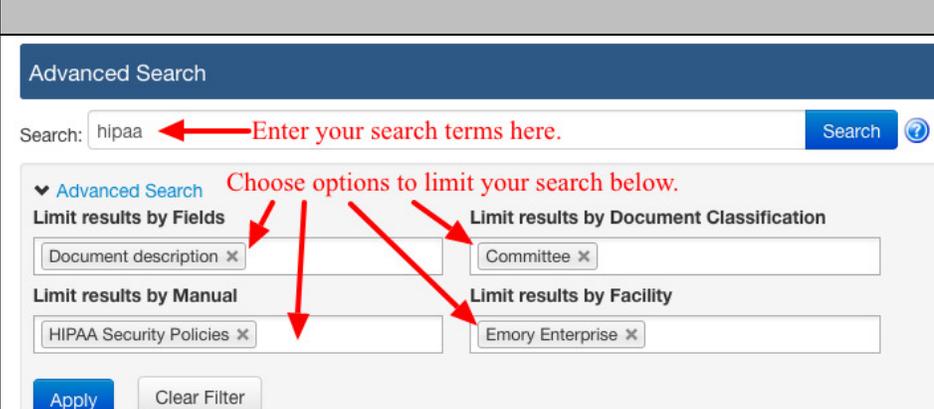


The screenshot shows the search bar with "hipaa" entered. A dropdown menu titled "LIMIT YOUR FACILITY SEARCH" is open, showing two options: "Emory Enterprise" (checked) and "Emory University" (unchecked). Red arrows point from the text "Enter search terms." to the search bar and "Select facility (optional)." to the "Emory University" option.

From the main navigation bar, enter your search term and limit the search by facility if you would like, including Emory Enterprise\*, University or Healthcare.

\***Reminder:** Enterprise contains policies that are shared by Healthcare and University.

## Advanced Search



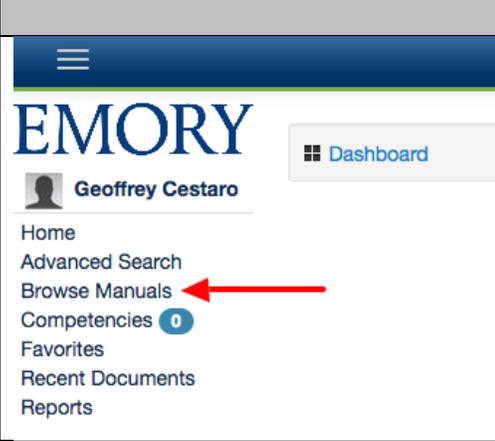
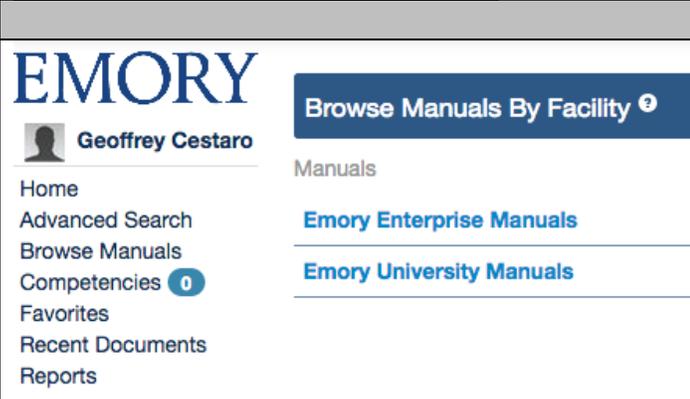
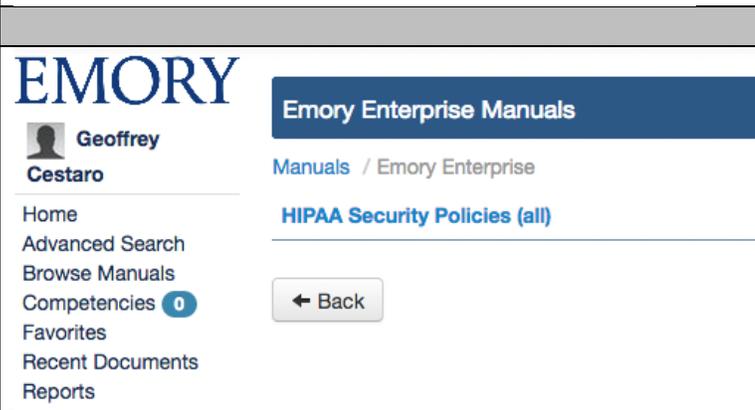
The screenshot shows the "Advanced Search" page. The search bar contains "hipaa". Below it, there are four filter sections: "Limit results by Fields" (with "Document description" selected), "Limit results by Document Classification" (with "Committee" selected), "Limit results by Manual" (with "HIPAA Security Policies" selected), and "Limit results by Facility" (with "Emory Enterprise" selected). Red arrows point from the text "Choose options to limit your search below." to each of these filter sections. There are "Apply" and "Clear Filter" buttons at the bottom.

If you choose Advanced Search from the sidebar menu, enter your search terms and click Advanced Search to view the options for restricting your search further.

The drop-down options for advanced search include the following:

- 1) **Fields:** limits the search to a specific field, like document title or description.
- 2) **Manual:** lets you select a specific manual, like HIPAA Security Policies, and limits your search to policy documents within that manual.
- 3) **Document Classification:** limits your search to specific document types, such as committee policies.
- 4) **Facility:** limits your search to Emory Enterprise, University or Healthcare.

## Browsing Manuals

	<p>To locate a manual or policy document by browsing, select Browse Manuals from the sidebar menu.</p>
	<p>Choose the facility you would like to browse. Emory Enterprise contains policies that are shared between University and Healthcare, like HIPAA.</p> <p><b>Note:</b> Healthcare is not shown here but is the third option that will show only for Healthcare affiliates.</p>
	<p>All manuals within that facility will be displayed. Select a specific policy manual.</p>
	<p>If there are sub-manuals, you'll see them here as folders. Policies appear as pdf icons.</p>

EMORY  
Geoffrey Cestaro

H.1.A.i Risk Analysis and Mitigation Policy (H.1.A.i)

Manuals / Emory Enterprise / HIPAA Security Policies

Save frequently viewed policies to your favorites.

Reference Code: H.1.A.i

View your favorites from anywhere on the site using the side menu bar.

Save To Favorites Approval Details Hide Details [-] Print

Home  
Advanced Search  
Browse Manuals  
Competencies  
Favorites  
Recent Documents  
Reports

1 of 3 Automatic Zoom

EMORY UNIVERSITY | EMORY HEALTHCARE | Official Emory Policy

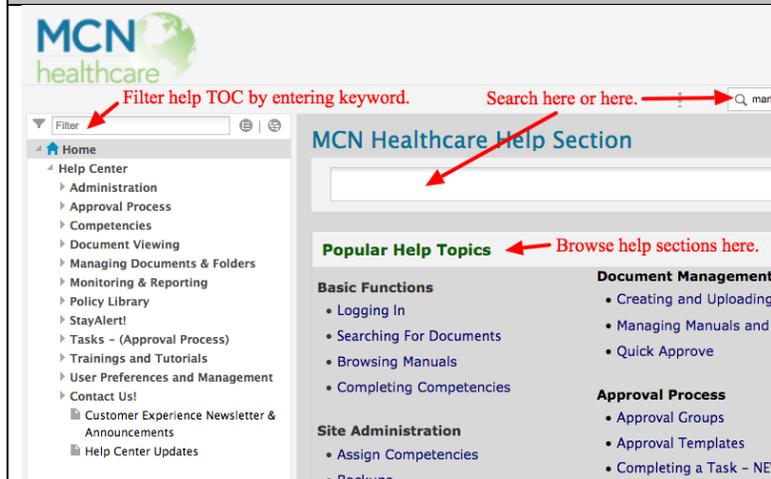
H.1.A.i/ii  
HIPAA Security Regulations

View the policy and print it if necessary. Save policies you use frequently to your favorites for easy viewing later.

## Getting Help



You must be logged in to view the help screens. Choose Help from the Help drop-down on the main menu bar.



Filter help TOC by entering keyword. Search here or here. Search here or here. Browse help sections here.

**MCN Healthcare Help Section**

**Popular Help Topics**

- Basic Functions**
  - Logging In
  - Searching For Documents
  - Browsing Manuals
  - Completing Competencies
- Document Management**
  - Creating and Uploading
  - Managing Manuals and f
  - Quick Approve
- Approval Process**
  - Approval Groups
  - Approval Templates
  - Completing a Task - NEW