

UPSTATE  
UNIVERSITY HOSPITAL

# Orientation

Welcome to  
Upstate University Hospital!

Knowing changes everything.

Document Control: Policies and Procedures and your work

Det Noriske Veritas (DNV) and ISO 9001

- requires “control of documents and control of records”
- a “document” is any policy, procedure or form
- a “record” is the form completed...medical record, completed code sheet
- “control” means having the most recent version
- Utilize the ipage and policies icon

Knowing changes everything.

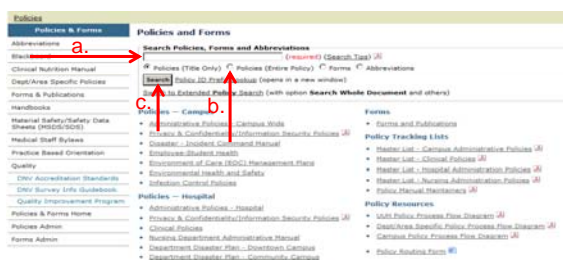
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# [www.upstate.edu/ipage/intra](http://www.upstate.edu/ipage/intra)

1.



2.



- a. Type in title of policy or "keyword"
- b. Check entire policy search
- c. Click on search icon