



## ACKNOWLEDGING IN POLICYSTAT

### Find Policies\* to Acknowledge:

If a policy\* requires user acknowledgment, users are notified of the need for action through [email](#) (click to view), the Home tab (Fig. 1) or from the marker on the top right of their PolicyStat home page (Fig. 2).

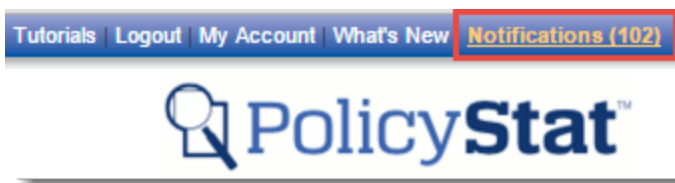


Figure 1

| Policies Awaiting Acknowledgment (49)                               |                     |
|---|---------------------|
| HIP010 - BUSINESS ASSOCIATE AGREEMENTS (BBA)                        | 6 months,<br>1 week |
| HIP004 - VERIFICATION OF IDENTITY / AUTHORITY FOR DISCLOSURE OF PHI | 6 months,<br>1 week |
| HIP009 - AUTHORIZATION  | 3 months,<br>1 week |
| HIP023 - PERIODIC EVALUATION OF SECURITY and PROCEDURES             | 6 months,<br>1 week |
| HIP020 - DEVICE and MEDIA CONTROL                                   | 6 months,<br>1 week |
| <a href="#">...plus More</a>  |                     |

Figure 2

### Acknowledging a Policy\*

1. Open the policy\*.
2. Review the content of the policy\*.
3. At the bottom of the policy\*, click the button titled **I have read and understood this policy\*** (Fig. 3).

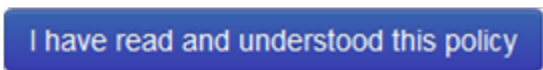


Figure 3