

## EMAIL COPY (PDF)

To: You

From: notification@policystat.com

=====

Hello,

The following is a link to a Havlik Memorial Hospital (LC) policy titled: "TB Screen for Admission".

link:

[https://havmem-pstat-media.s3.amazonaws.com/pdf\\_cache/policy/3181634/875a9d85f15cd42a01d987d7d435fa6b/TB%90Screen%65for%5454Admission.pdf](https://havmem-pstat-media.s3.amazonaws.com/pdf_cache/policy/3181634/875a9d85f15cd42a01d987d7d435fa6b/TB%90Screen%65for%5454Admission.pdf)

This link will expire in 30 days or when the policy is modified.

## ACKNOWLEDGEMENTS REQUIRED

To: You

From: notification@policystat.com

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You have 5 policies to read and acknowledge at Havlik Memorial.

Review the policies at

<http://yourfacility.policystat.com/acknowledgment/mine/>

Your username is: joe.newuser

Cordially,

The PolicyStat Team

Is there anything at all we can do to help? Contact us at:

[support@policystat.com](mailto:support@policystat.com)

Want to stop receiving these e-mails? Update your notification preferences here:

<http://yourfacility.policystat.com/notification/>

## COLLABORATION INVITE / MENTION

To: You

From: notification@policystat.com

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Caleb Collaborator mentioned you in a discussion:

“Hey @joe.newuser, we’d like to get your thoughts on this discussion.”

Join this discussion on PolicyStat:

<http://yourfacility.policystat.com/policy/700470/#989046047>

## NEW COMMENT ON POLICY

To: You

From: notification@policystat.com

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There is a new comment by Owner, Owen on the policy "Important Standards" at Havlik Memorial:

"Have we checked to see if these changes meet the new standards?"

Join the discussion at:

<http://yourfacility.policystat.com/policy/700470/?showchanges=true>

You can log in using the username "joe.newuser" and your password.

Cordially,  
The Policystat Team

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## NEW MENTION ON A COMMENT

To: You

From: notification@policystat.com

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Burt Macklin mentioned you on "Important Standards" at Havlik Memorial:

"@joe.newuser - what do you think about the new standards?"

Join the discussion at:

<http://yourfacility.policystat.com/policy/700470/?showchanges=true>

You can log in using the username "joe.newuser" and your password.

Cordially,  
The Policystat Team

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## APPROVAL REQUIRED

To: You

From: notification@policystat.com

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The policy "Hand Hygiene" requires your approval.

You can view and approve this policy here:

<http://yourfacility.policystat.com/policy/1076988/approve/>

Your username is: joe.newuser

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us  
at: [support@policystat.com](mailto:support@policystat.com)

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# **SCHEDULED POLICY DUE TO BECOME EFFECTIVE (5 DAY WARNING)**

To: You

From: notification@policystat.com

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The policy "Kitchen Sanitation" has completed the approval process and is scheduled to become effective (active) on September 1, 2017.

View the scheduled policy here:

<http://yourfacility.policystat.com/?site=stvbeast&next=%2Fpolicy%2F1575543%2F>

Your username is: joe.newuser

Cordially,

The Policystat Team

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# PENDING POLICY DUE TO BECOME EFFECTIVE (5 DAY WARNING)

To: You

From: notification@policystat.com

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The policy “Kitchen Sanitation” has not completed the approval process but is scheduled to become effective (active) on September 1, 2017. This policy will not become effective if all approvals are not made by this date.

You can now view this policy here:

<http://yourfacility.policystat.com/?site=stvbeast&next=%2Fpolicy%2F1575543%2F>

Your username is: joe.newuser

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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# COMPLETED APPROVAL, NOW ACTIVE

To: You

From: notification@policystat.com

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A policy "Perioperative Care Plan, SVE-OR-058" in Surgery at Havlik Memorial has completed the approval process and is now active.

View the active policy here:

<http://yourfacility.policystat.com/?site=stvbeast&next=%2Fpolicy%2F1575543%2F>

Your username is: joe.newuser

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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# POLICY RETIRED

To: You

From: notification@policystat.com

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The policy "TB Screen for Admission" has been retired by Abe Froman.

Reason for retiring this policy:

“This policy is no longer required as it was replaced.”

View the retired policy at:

<http://yourfacility.policystat.com/?site=stvbeast&next=%2Fpolicy%2F1575543%2F>

Your username is: joe.newuser

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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<http://yourfacility.policystat.com/notification/>

# REVIEW SET CREATION

To: You

From: notification@policystat.com

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You have been invited to a policy review for the Test Committee.

This review consists of five policies.

Before the meeting takes place, please review each policy and make any suggestions or comments on what might need to be changed. Then please indicate that you have reviewed the policy.

You can access the review at:

[https://yourfacility.policystat.com/policy\\_review/set/2556/](https://yourfacility.policystat.com/policy_review/set/2556/)

Below is a message from the review creator:

"Thanks for participating in this review set."

# MANAGED ACKNOWLEDGMENTS REPORT

To: You

From: notification@policystat.com

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37 policies that you supervise have users that have not completed acknowledgment.

See the details at

[http://yourfacility.policystat.com/acknowledgment/document\\_list/](http://yourfacility.policystat.com/acknowledgment/document_list/)

# EXPIRING POLICIES REPORT

To: You

From: notification@policystat.com

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37 policies that you manage are due for review within 90 days and have not yet been started through approval.

View the detailed breakdown at:

[https://yourfacility.policystat.com/policy\\_reports/expiring/mine/](https://yourfacility.policystat.com/policy_reports/expiring/mine/)

Additionally, you have reviews due within 90 days on the following sites:

\* St. Anthony's PolicyStat: 34 documents

[https://stanthony.policystat.com/?site=cam&next=%2Fpolicy\\_reports%2Fexpiring%2Fmine%2F](https://stanthony.policystat.com/?site=cam&next=%2Fpolicy_reports%2Fexpiring%2Fmine%2F)

\* PolicyStat Labs: 34 documents

[https://pslab.policystat.com/?site=demolab&next=%2Fpolicy\\_reports%2Fexpiring%2Fmine%2F](https://pslab.policystat.com/?site=demolab&next=%2Fpolicy_reports%2Fexpiring%2Fmine%2F)

\* Sacred Heart PolicyStat: 34 policies

[https://sacredheart.policystat.com/?site=rob&next=%2Fpolicy\\_reports%2Fexpiring%2Fmine%2F](https://sacredheart.policystat.com/?site=rob&next=%2Fpolicy_reports%2Fexpiring%2Fmine%2F)

Your username is: joe.newuser

Cordially,

The PolicyStat Team

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# INACTIVE USERS STILL HAVE RESPONSIBILITIES

To: You

From: notification@policystat.com

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There are 5 users for Havlik Memorial that owns policies or participates in Approval Workflows.

See more details at:

[http://yourfacility.policystat.com/account/deleted\\_active/](http://yourfacility.policystat.com/account/deleted_active/)

Your username is: suzie.siteadmin

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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## RECENTLY CREATED USERS

To: You

From: notification@policystat.com

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Last week, there were 4 new PolicyStat user accounts created at Havlik Memorial.

### *USERS AT MULTIPLE SITES*

Last week, there were new PolicyStat user accounts created on several of your sites.

- 44 at Havlik Memorial
- 30 at Lombardi Health

You can always check the status of new users at the 'Recently Created Users' report:

<http://yourfacility.policystat.com/account/recent/>

Your username is: suzie.siteadmin

Cordially,  
The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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<http://yourfacility.policystat.com/notification/>

# PENDING POLICIES ON THE SAME STEP FOR 30 DAYS OR MORE

To: You

From: notification@policystat.com

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This is a reminder that one or more pending documents on your site have remained on the same step of their approval workflows for 30 days or more.

View the pending documents report at

[https://yourfacility.policystat.com/policy\\_reports/awaiting\\_activation/pending?search\\_query=&bloc=&show\\_all=1](https://yourfacility.policystat.com/policy_reports/awaiting_activation/pending?search_query=&bloc=&show_all=1)

Your username is: suzie.siteadmin

Cordially,

The Policystat Team

Is there anything at all we can do to help? Contact us at: [support@policystat.com](mailto:support@policystat.com)

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