Health PEI · Santé Î.-P.-É.

Tips and Tricks for Health PEI Employees using Medworxx (PDMS)

Locating the Medworxx Site

The Medworxx site can be accessed several different ways.

1) Through the Health PEI Staff Resource Centre (https://src.healthpei.ca/). Click on the Employee Resources and select Policy Document Management System (PDMS)* under Policies

2) Typing http://healthpeipolicy.medworxx.com/default.aspx?login=true in the address bar of your web browser.

3) Health PEI Policies and Procedures Manual icon on your desktop. Please note this link does not take you directly to Medworxx. Currently we are transitioning between the two sites so initially it brings you to the Health PEI Policies and Procedures Manual site. When all policy documents have been updated and moved over to the PDMS, the Health PEI Policies and Procedures Manual icon will link directly to the PDMS.

When the icon opens, you will see the following message displayed at the top of the page. Click on the link circled in the diagram and it will take you to the Medworxx site.

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Prince Edward Island — CANADA

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Health Policy Manual
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Advanced Search

ATTENTION

- If the policy document which you are searching for cannot be found on this page, please click **here** to search for the document in the PDMS (policy document management system).
- Nursing policy documents for Queen Elizabeth Hospital and Hillsborough Hospital can be found **here** (these documents will eventually be transferred to the PDMS).

Questions or comments may be sent to the Policy Coordinator at:
healthpeipolicy@ihis.org

Health PEI
Policies and Procedures Manual

Bookmarking Medworxx site on your Internet Browser (must be completed prior to logging in the PDMS)

Open Medworxx in one of the ways described above.

- For Internet Explorer select Favorites/Add To Favorites.
- For Google Chrome select Bookmarks/Bookmark this page.
- For Firefox select the Star Icon.

*Bookmarking the page after logging in will cause errors as the forced sign in box no longer appears and users accessing this bookmark may be unaware they need to click the SIGN IN field in the top right hand corner before being able to use the PDMS.

Logging in

Your username and password is the same one used to access your computer, not your GroupWise. Ensure that the checkbox for health is checked off and click login.

*If you are following the above steps and are still unable to login to the PDMS, please email the Health PEI Policy account healthpeipolicy@ihis.org . In the subject line record your name and PDMS login issue (i.e. Jane Doe PDMS login issue). Please also include in the email if you are looking for a specific policy document as we may be able to send you a copy until you are able to successfully login.

*Please note that although the PDMS does have an extended login period if you lock your computer or it goes to sleep, you will need to log back into the PDMS. If you do not log back in, you may experience application error messages.

Policy Document Tool Kit

General
» Policy Map
» Questions Directing Policy Development

Templates
» Policy and Procedure Template Guide
» Policy and Procedure Blank Template

Policy Document Tool Kit
After logging in the PDMS you will find the Policy Document Tool Kit on the right hand side. These hyperlinks include the policy map, policy template (blank and guide) and other useful resources.

Searching Policy Documents on the PDMS

There are three ways to search policy documents on the PDMS:

1) Keywords search box – this function scans the entire policy document which can end with a large amount of results.

   Note: For quicker sorting you can also choose Order of Results by alphabetical or relevancy. There is also some Keywords Search help below all search types.

2) Name search box – this method brings back all policy documents in which the searched word(s) appears in only the title of the policy document.

3) Categories – switch from Keyword Search to Categories search view. This will allow you to browse the folders to locate the policy document you are looking for.

Keyword Search | **Categories**
Advanced

Order of Results: ○ Alphabetical ○ Relevancy

Content Type: Policy And Procedure ▾

Keywords: [　　　　]
◉ Complete ○ Partial

Name: [　　　　]

Reset | Search

Keywords Search Help

The system searches for content items and returns them, if the keyword(s) entered are in the following fields:

- Title (name)
- Description
- All other populated Detail fields
- Document body

***Important Note:** Not all Health PEI policy documents are located on the PDMS. If you are searching for a policy document and are unable to find it, please email the Health PEI Policy account (healthpeipolicy@ihis.org). In the subject line please record that you're unable to find/locate the policy document and the policy name (i.e. unable to find HPEI Attendance Management and Support Policy).

Related Policies

If Related Documents appearing under section 7.0 REFERENCES are currently available on the PDMS at the time of uploading they will be linked to the policy document. You can easily view and access these documents by clicking the Details hyperlink.

Available policy documents appear as hyperlinks in the Related Policies heading.

Adding Policy Documents to the My Policies tab for quick retrieval

Users are able to "star" policy documents they frequently use to appear under the My Policies tab. Users can also create their own folders for placing the starred policy documents in. To see a step by step guide on how to do this, please refer to the *Adding Folders and Starred Items to the My Policies Tab Guide*.

Users Experiencing Issues with the Medworxx System

If you are experiencing issues with the Medworxx system, please email the Health PEI Policy account (healthpeipolicy@ihis.org). In your email please include any details in regards to the issue. If you are able to capture a screen shot of the error please send it along.

Not receiving email notifications of new/updated Policy Documents on the PDMS

Please contact the Senior Management Group Administrative Assistant for your division. Emails are distributed to these Administrative Assistants by Tina Penny when policy documents are newly uploaded or updated. These individuals are then responsible for distributing the communication as per the respective division's communication tree.