

## 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.

The screenshot shows the website interface for the Health PEI Policies and Procedures Manual. At the top, there is a blue navigation bar with the text "INTERNAL INFORMATION SERVICE" and "Prince Edward Island Government". Below this, there are links for "Home", "What's New", "Departments", and "Publications". On the left side, there is a yellow sidebar with the "Prince Edward Island" logo and a search box. The main content area features a red-bordered box titled "ATTENTION" containing the following text:

- 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).

Below the attention message, it says: "Questions or comments may be sent to the Policy Coordinator at: [healthpeipolicy@ihis.org](mailto:healthpeipolicy@ihis.org)". At the bottom of the page, the text "Health PEI Policies and Procedures Manual" is displayed.

### 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 ISLAND\_HEALTH is checked off and click login.

\*If you recently changed your password you will need to contact the Service Centre (3600) to have your domain passwords synced. This will continue to be an issue until the PDMS is moved over to the new domain.

\*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](mailto: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.


**\*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](mailto: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).

The screenshot shows the search interface with several red boxes highlighting key features:

- Search Options:** A box containing 'Keyword Search' and 'Categories' tabs, with an 'Advanced' link below.
- Order of Results:** A box showing radio buttons for 'Alphabetical' (selected) and 'Relevancy'.
- Content Type:** A dropdown menu set to 'Policy And Procedure'.
- Keywords:** A text input field with radio buttons for 'Complete' (selected) and 'Partial'.
- Name:** A text input field for searching titles.
- Buttons:** 'Reset' and 'Search' buttons.
- Keywords Search Help:** A section titled 'Keywords Search Help' explaining that 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

**Related Policies**


If Related Documents appearing under section 7.0 REFERENCES are currently available on the PDMS when the policy document is uploaded they are linked to the policy document. You can easily view and access these documents by clicking the Details hyperlink.

 [HPEI Client Identification Policy](#)

Correctly identifying a client before providing care and/or services is essential to the delivery of safe health care. Using person – specific identifiers to confirm identity can prevent harmful events by ensuring the person is receiving care or services intended for them.

Ownership / Accountability (2): Chief of Nursing Allied Health and Patient Experience  
 Category: **Quality Risk Management, Medical Staff, Hospital In-Patient and Continuing Care Services, Nursing – Provincial Policy Documents.**

Owner: HPEI Coordinator, Policies

[View](#) |  [Star Item](#) | [Details](#)

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

**Name:** HPEI Client Identification Policy  
**Last Review Date:** 2018-07-06 00:00:00  
**Next Review Date:** 2021-07-06 00:00:00  
**Description:** Correctly identifying a client before providing care and/or services is essential to the delivery of safe health care. Using person – specific identifiers to confirm identity can prevent harmful events by ensuring the person is receiving care or services intended for them.  
**Distribution Groups:**  
**Ownership / Accountability (2):** Chief of Nursing Allied Health and Patient Experience  
**Ownership / Accountability (3):**  
**Related Policies:** [HPEI Language Interpretation Policy](#)  
[HPEI Patient Safety Incident Reporting and Management Policy](#)

**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](mailto: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 admins 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.