

PolicyStat Accepting Converted Policies

When to Accept or Reject a Converted Policy quick reference

What is happening:		What you should do:
The policy reflects what was provided to PolicyStat.		Accept the policy.
The policy needs minor changes (e.g. - title, typos, dates, etc.)		Accept the policy. Contact your site administrator to make minor changes.
The policy does not reflect what I provided to PolicyStat.		Reject the policy. Provide comments regarding where it does not match the original. The policy returns to PolicyStat for corrections will need another review after changes are made.
I no longer want the policy in the system.		Accept the policy. Contact your site administrator to delete or retire the policy.
I would like to edit or add/remove new content to the policy.		Accept the policy. Edit the accepted policy and initiate the Approval Workflow process.

For additional help, visit the [RLDatix Customer Portal](#) or the [RLDatix Public Knowledge Base](#) to view knowledge articles or to contact our Support team.