

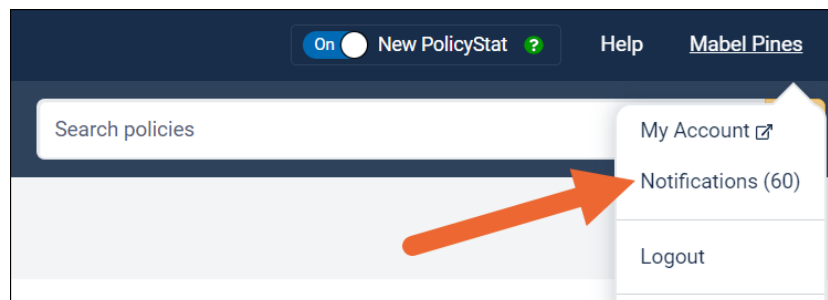
Acknowledging in PolicyStat

Find Policies to Acknowledge

If a policy requires user acknowledgment, users are notified of the need for action through email (if an email address is associated with their account), the report on the PolicyStat Home page or from the notifications link in their user menu.

Policies Awaiting Acknowledgement ³³			
Title	Area	Applicability	Effective
Business Continuity / Disaster Recovery Plan for Information Services	Information Services	Havlik Memorial Hospital	June 5, 2015
GIFTS, BUSINESS COURTESIES and VENDOR RELATIONSHIPS	HIPAA	Havlik Memorial Hospital	November 8, 2015
HIP001 - SAFEGUARDING PROTECTED HEALTH INFORMATION (PHI)	HIPAA	Havlik Memorial Hospital	October 26, 2015

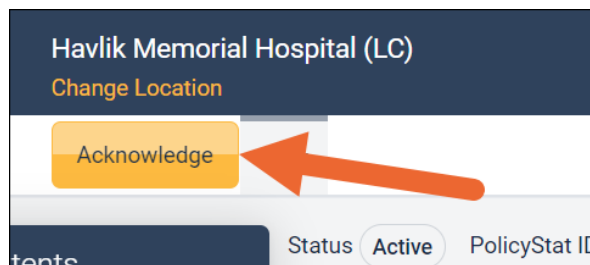
1 PolicyStat Home Page



2 Notifications in the User Menu

Acknowledging a Policy

1. Open the policy.
2. Review the content of the policy.
3. At the top of the policy, click the **Acknowledge** button. Note, this button will not be available until you have viewed the policy contents.



3 Acknowledge Button

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