**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**

**POLICY AND PROCEDURE**

 **TITLE: How to View A Document in Medworxx PDMS**

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**Purpose:**

This document outlines the process and necessary steps to search, view and print a document from the Medworxx Policy and Document Management System.

**Policy Statement:**

The Medworxx Policy and Document Management System, referred to as PDMS is an electronic system that is used to track, manage and store documents reducing the amount of paper and ensures that the most current version is available for use.

**Definitions:**

Controlled Document is a document that is the controlled from creation to archive. It is considered the most current version and is often the electronic version.

Uncontrolled Document – an uncontrolled document is a document that is copied and distributed in paper format. Uncontrolled documents should always be verified against the electronic version to ensure that the most current version is used.

**Procedure:**

1. In your browser you may type **pdms.psfdh.on.ca** or you can use the shortcut that is located in the Staff Education Folder on each computer desktop.
2. You do not need to sign in to view documents.
3. Select the SEARCH tab. You do not need to select a document type.
4. Keyword Search
* Content Type – this is optional.
* Keywords – enter a keyword that will assist you in locating the correct document
* Select Partial
* Name – this is optional.
* Click on the Search icon
1. A list of documents meeting the criteria that you entered will be displayed. If a description has been entered when the document was imported, additional information will be displayed summarizing the purpose/details of the document that may assist with selection of the most appropriate document.
2. Click on VIEW and the document will be downloaded to the computer. The document will be displayed as a PDF document. The document may be printed by selecting the computer icon located in the top right corner. All printed documents should be discarded after use.

 

**Procedural Notes:**

1. If you are unable to locate your document, at “Content Type”, select “all types” and try searching once more.
2. If you search under “categories”, it is important to note that the document is filed under the document owner. Documents can only be filed under one location/category and this is to ensure that the document is adequately controlled. For example a procedure for collecting Newborn Screen is filed under Laboratory since it is a laboratory test.

**Revision History**

2017-01-05 New

2017-12-14 Add Procedural Notes