10 Must-Have Features to look for in a Healthcare Policy Management Solution
If you’re on the hunt for a new healthcare policy management solution, you’ll soon be fielding a ton of vendors—all of which will do something the other doesn’t and will most definitely do it better.

Whether you’ve been tasked to do the job or have taken it upon yourself to improve things, one thing is for certain: **picking the right option is riding on your shoulders.**

Finding the right fit in a sea of possible solutions may seem like a daunting task, but it doesn’t have to be. When you equip yourself to ask the right questions, you’ll discover that finding “the one” is easier than you had imagined.
To help you get started off on the right foot, here are 10 things you should make sure to check off on your search for the best policy management software solution for you.

1. Easy to use
2. Simplify workload
3. Integrate well with regulatory bodies
4. Ensure staff have seen policy communications
5. Test comprehension
6. Help you access information quickly
7. Allow workflow collaboration
8. Allow for version control
9. Have reporting capabilities
10. Offer controlled access
Nothing encourages user adoption like a product that doesn’t have a big learning curve. A modern intuitive user interface is a must.

Going hand in hand with user adoption, a solution which clearly benefits staff by making their job more efficient and productive will always be a clear winner. In this case, ask yourself: can the same data be made accessible to everyone quickly and from anywhere? Can workflows be identified and automated across multiple stakeholders?
It should integrate well with regulatory bodies

At the end of the day, the goal of the policy and procedure solution you’re in search for is to help with ensuring your organization remains compliant. This is why you should be sure to pick a solution that can be mapped to the regulatory bodies in which your organization follows. Crosswalking policies to accreditation agencies and receiving email updates is definitely key.
It should help ensure staff have seen policy communications

It’s not enough to tell staff a new policy is available for them to peruse. The tool you choose should have functionality in which staff can verify that they’ve read and understand the communication.

Policies can sometimes be complicated, or worse, time-starved staff may sometimes simply skim the document, so having tests in place are a great way to ensure they have a solid grasp to ensure compliance.
It should help you access information quickly.

In healthcare, where every second is valuable, having a system that has advanced search engine capabilities that allows you to search and locate the right information—fast—is essential.
Policy isn’t a one and done deal, it takes a lot of input from various levels before it can be finalized. Look for a solution that allows for clear communication, with features such as **creating teams**, **document sharing** and **email notifications**.
It’s inevitable that policies will change, which is why it’s so important to ensure the solution you choose offers version control. This means it will not only ensure staff have access to the latest document, but also, provides administrators access to the previous version in case of an audit.

In the age of big data, you should ensure the solution you choose offers you options to create robust reports, easily and in real-time.

To ensure staff don’t get their hands on the wrong document, the solution you choose should offer a level of flexibility to determine who can read or edit documents.
It’s easy to get flustered when you’re constantly receiving phone calls and emails from vendors touting all their features and benefits.

Knowing what to look for makes the whole process much easier for everyone involved, and in the end you can feel truly confident that you’re getting what you need to achieve your desired business objectives. It may also seem impossible to check off all these boxes, so ask yourself which of these matter most and then make sure whoever you choose fulfills your needs. The closer you come to fulfilling these needs, the happier you’ll be in the end!
We hope you have found this guide helpful in your search for a policy management solution. Other resources you might find useful in your search for the right tool:

» [The Ultimate RFP Guide White Paper](#)

» [The RFP Worksheet](#)


» [Mountain States Health Alliance case study](#)
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