## **Policies on the TauNet**

(Intranet)

## **Tips and Tools**

You will need to refer to policies from time to time in the course of your work and/or clinical experience with us. All of our policies are on-line on our intranet and can easily be located under categories or by doing a keyword search.

Here are the simple steps you need to locate policies:

On the intranet, select the "Policies" button on the home page.



- ▶ Once on the policies page, **select a site**, or select Ascension Wisconsin for policies that cross the state.
- ▶ **Select a category**, you will see either a list of sub-categories or a list of policies in alphabetical order by title.
- ► Select the policy you want.
- ► **Select the "print" option** if you need to print a hard copy.

If you cannot find the policy you are looking for, try searching by keyword in the "search" box.

If you don't see a policy or you need assistance, talk with the supervisor of the unit.