



Total Medical Compliance -- eManual Portal

TMC eManual

ComplianceBridge Overview for the Business/Practice Administrator

March 2023

Terminology

1. **TMC Administrator** – the TMC employee(s) who manage users, content, and other features of the eManual and its related processes.
2. **Business/Practice Administrator or Administrator (Admin)** – the employee who is responsible for completing/entering the practice or business-specific information into the eManual (Administrative Fillable(s)). This is an edit/publish capability.
3. **Staff** – any other employee who will use the Staff credentials provided to them by their Administrator to log-in and view policies. This is a read-only capability.
4. **ComplianceBridge** – the software vendor who provides the TMC eManual platform and technical support (e.g., page not loading/site down, forgot password issues, document not publishing, etc.)
5. **eManual Portal** – the read-only area (Module) where published policies are available for Staff to view (read-only).
6. **eManual Management** – the area (Module) where the Administrator can publish completed Administrative Fillable policies/documents (see below).

Terminology

7. **eManual policy/document** – this is a policy/document that is one of the following:
 - a. A policy that does not require any practice/business-specific information (it is read-only or “static”).
 - b. A policy that has a PDF or other document to download for use.
 - i. Guidance
 - ii. PDF forms (some are fillable)
8. **Administrative Fillable(s)** – these are customized policies/documents that require practice/business-specific information. Certain fields are checkboxes and text boxes, but the content provided by TMC is read only. The Administrator is responsible for completing these and publishing them to the eManual portal for their Staff to access/view.
9. **Category(ies)** – Think of these as tabs in a binder. It is the system feature that supports the structure (order) for the table of contents in each eManual. Each policy/document is published under a category to ensure correct placement in the eManual.
10. **Document ID** – A secondary level of organization for policies/documents under each category. Documents should be sorted by this field in the eManual Portal to ensure the correct/intended order.

Order of Steps to Complete a New eManual

1. Business/Practice Administrator receives 2 automated Welcome emails from the system. **If the email/contact for the Staff log-in is not the same, the Staff Welcome email will go to the email provided by you for that contact.** Check junk/spam if not received.
 - **Welcome email #1:** Business/Practice Administrator log-in
 - **Welcome email #2:** Staff log-in (*It is recommended to wait to provide this to the Staff until the Administrative Fillables are completed and published*).
2. Clicks on the link in the Welcome email to log-in for the first time and update temporary password. The system will take them directly to the area to update the password.
 - **This must be done for their Administrator profile as well as the Staff profile.**
3. Returns to the Business/Practice Administrator Welcome email and click on the link to view the training tutorial and other resources.
4. Follows the process to complete and publish the Administrative Fillables for their business/practice.
5. Provides the Login Name, Password, and the eManual Portal link to Staff members so they can view policies and download forms/PDFs.

REMINDER

The Business/Practice Administrator should complete and publish all Administrative Fillables with the applicable business/practice-specific information **prior** to distributing the link to log into the **eManual Portal** with the Staff Login Name and (permanent) Password to the Staff.

<https://secure.compliancebridge.com/totalmed/portal/>

Sample Welcome Email

Your TMC eManual Account Information

emanual_support@totalmedicalcompliance.com
<emanual_support@totalmedicalcompliance.com>
via 904509-db2.compliancebridge.com

Wed 3/15/2023 6:26 AM

To: [REDACTED]

Cc: emanual_support@totalmedicalcompliance.com <emanual_support@totalmedicalcompliance.com>



Hello Shirley M.,

Welcome to your **Family Practice - Main Street** eManual account!

You may access the system by going to the following website: <https://secure.compliancebridge.com/totalmed/portal/>

Login Name and Temporary Password: [REDACTED]

You will be required to change your password the first time you log in.

Training and FAQs can be found here: [Total Medical Compliance Online Compliance Manuals \(eManuals\)](#)

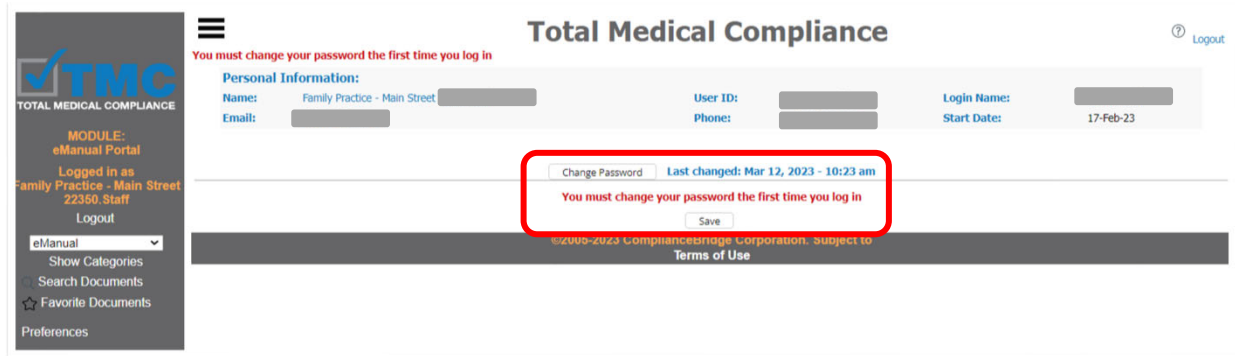
Best regards,

Technical Support
support@compliancebridge.com
(800) 317-2820 x702

TMC eManual Support Team
eManual_Support@totalmedicalcompliance.com

First Log-In Change Password

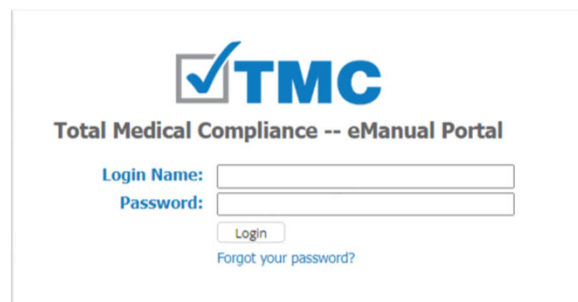
This must be done for the Business/Practice Admin account as well as the Staff account.



The screenshot shows the 'Total Medical Compliance' eManual Portal interface. On the left is a sidebar with the TMC logo, 'MODULE: eManual Portal', and user information: 'Logged in as Family Practice - Main Street 22350 Staff' and 'Logout'. The main content area has a header with a hamburger menu, the title 'Total Medical Compliance', and a 'Logout' link. Below the header, a red message states: 'You must change your password the first time you log in'. Under 'Personal Information', there are fields for Name, Email, User ID, Phone, Login Name, and Start Date. A red box highlights the 'Change Password' button and the message 'You must change your password the first time you log in' with the last changed date 'Mar 12, 2023 - 10:23 am'. At the bottom, there is a 'Save' button and a footer with copyright information.

Business/Practice Administrator Tour

Click the link to the eManual Portal
(<https://secure.compliancebridge.com/totalmed/portal/>) and log-in.



The screenshot shows the login page for the 'Total Medical Compliance -- eManual Portal'. It features the TMC logo at the top. Below the logo, there are input fields for 'Login Name:' and 'Password:'. A 'Login' button is positioned below the password field. A link for 'Forgot your password?' is located at the bottom of the login area.

Business/Practice Administrator Tour

You will automatically see all eManuals for your business/practice after logging in. Business/Practice Administrators can choose whether to display the content "Open" or "Closed" using the Preferences section located at the bottom of menu on the left.

Total Medical Compliance eManual

Reset

Title	Document ID	Publish Date
M.03 NC Dental Radiation - 37 docs		
Introduction	NCRAD-INTRO-01	Mar 12, 2023
Glossary	NCRAD-INTRO-02	Mar 12, 2023
+ NCR.03 Equipment and Facility - 1 doc		
+ NCR.04 Training - 4 docs		
+ NCR.05 State Regulations - 2 docs		
+ NCR.06 Quality Control - 6 docs		
+ NCR.07 Supplemental - 6 docs		
NCR.08 Forms - 16 docs		
Form Descriptions	NCRAD-FORM-01	Mar 12, 2023
Business Application	NCRAD-FORM-02	Mar 12, 2023
How to Register or Update Registration Information	NCRAD-FORM-03	Mar 12, 2023
Additional NC Radiation Protection Form Resources	NCRAD-FORM-04	Mar 12, 2023
Radiation Equipment Inventory	NCRAD-FORM-05	Mar 12, 2023

Left sidebar menu: TMC, MODULE: eManual Portal, Logged in as Family Practice - Main Street 22350.Staff, Logout, Documents, eManual, Hide Categories, Close, Toggle Categories, Search Documents, Favorite Documents, **Preferences**.

Business/Practice Administrator Tour

Closed view

Click on the + to expand the contents.

Total Medical Compliance eManual


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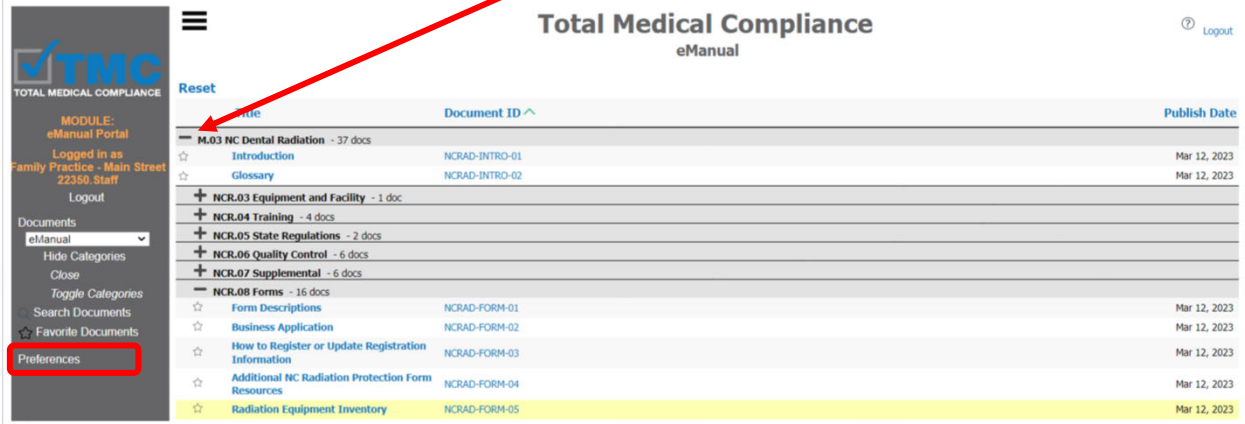
Title	Document ID	Publish Date
+ M.03 NC Dental Radiation - 37 docs		
+ S.01 HIPAA CE Sand - 27 docs		
+ S.04 OSHA Dental Sand - 11 docs		

Left sidebar menu: TMC, MODULE: eManual Portal, Logged in as Family Practice - Main Street 22350.Staff, Logout, Documents, eManual, Hide Categories, Open, Toggle Categories, Search Documents, Favorite Documents, Preferences.

Business/Practice Administrator Tour

Open view

Click on the  to collapse the section.



Total Medical Compliance eManual

Logout

Reset

Title	Document ID ^	Publish Date
M.03 NC Dental Radiation - 37 docs		
Introduction	NCRAD-INTRO-01	Mar 12, 2023
Glossary	NCRAD-INTRO-02	Mar 12, 2023
NCR.03 Equipment and Facility - 1 doc		
NCR.04 Training - 4 docs		
NCR.05 State Regulations - 2 docs		
NCR.06 Quality Control - 6 docs		
NCR.07 Supplemental - 6 docs		
NCR.08 Forms - 16 docs		
Form Descriptions	NCRAD-FORM-01	Mar 12, 2023
Business Application	NCRAD-FORM-02	Mar 12, 2023
How to Register or Update Registration Information	NCRAD-FORM-03	Mar 12, 2023
Additional NC Radiation Protection Form Resources	NCRAD-FORM-04	Mar 12, 2023
Radiation Equipment Inventory	NCRAD-FORM-05	Mar 12, 2023

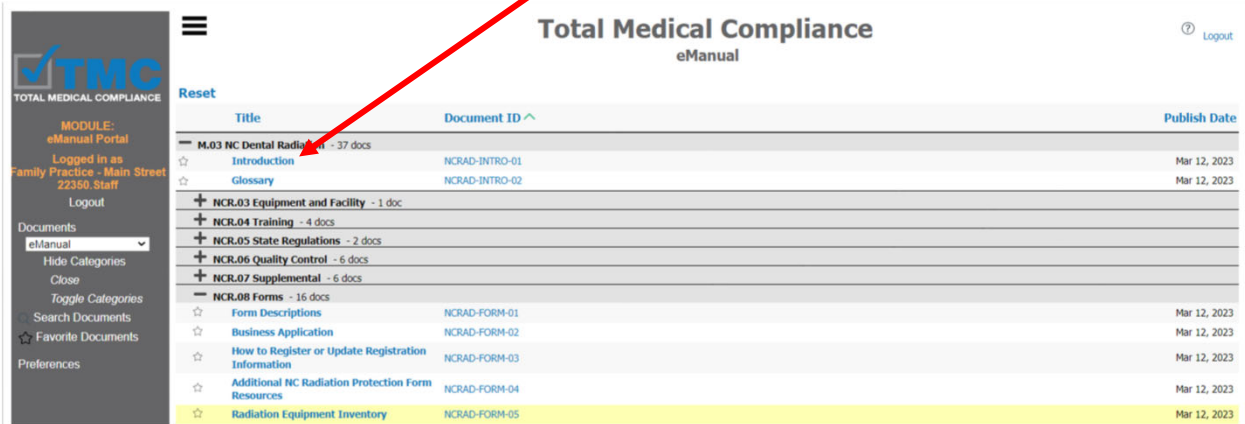
MODULE: eManual Portal
Logged in as Family Practice - Main Street 22350.Staff
Logout

Documents
eManual
Hide Categories
Close
Toggle Categories
Search Documents
Favorite Documents
Preferences

Business/Practice Administrator Tour

Click on a policy Title to open.

Policies will open in 1 of 2 ways.



Total Medical Compliance eManual

Logout

Reset

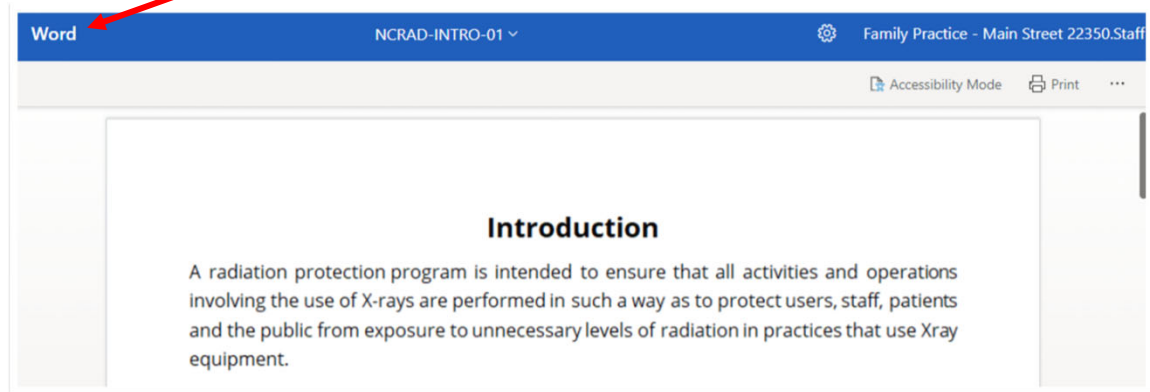
Title	Document ID ^	Publish Date
M.03 NC Dental Radiation - 37 docs		
Introduction	NCRAD-INTRO-01	Mar 12, 2023
Glossary	NCRAD-INTRO-02	Mar 12, 2023
NCR.03 Equipment and Facility - 1 doc		
NCR.04 Training - 4 docs		
NCR.05 State Regulations - 2 docs		
NCR.06 Quality Control - 6 docs		
NCR.07 Supplemental - 6 docs		
NCR.08 Forms - 16 docs		
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MODULE: eManual Portal
Logged in as Family Practice - Main Street 22350.Staff
Logout

Documents
eManual
Hide Categories
Close
Toggle Categories
Search Documents
Favorite Documents
Preferences

Business/Practice Administrator Tour

The most common way a Policy will open is in new browser tab as a *read only* view of the policy using Microsoft Word (you do not need to purchase a license for this).



Business/Practice Administrator Tour

The other way a Policy will open is in a new browser tab with a link to download a PDF or other document. This is most common with certain forms and customized policies (Administrative Fillables).

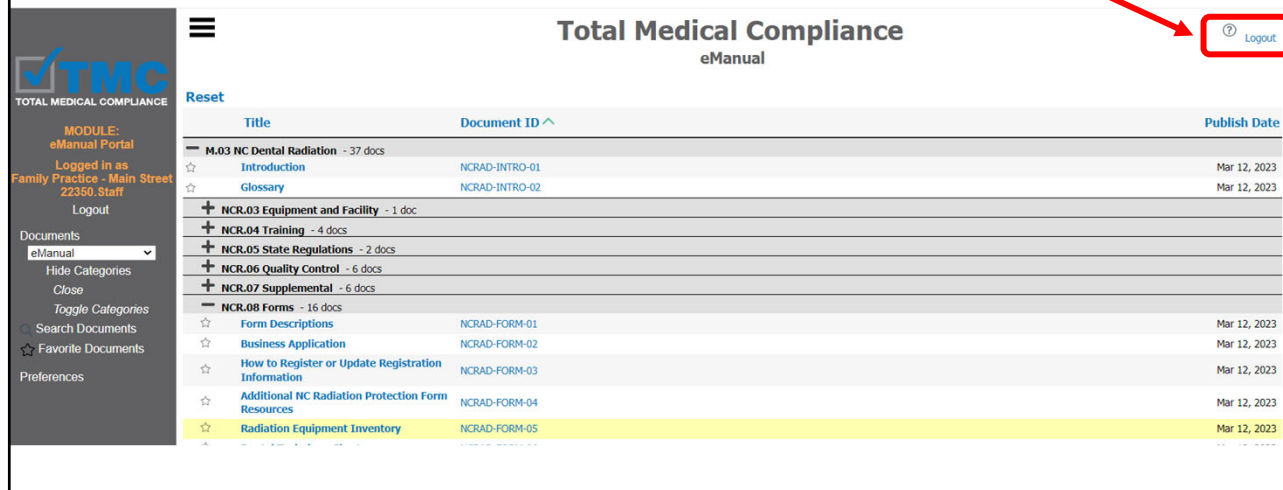


Free Adobe Acrobat Reader Download

https://get.adobe.com/reader/?no_ab=1

Business/Practice Administrator Tour

When you're finished, close the browser tab and return to the tab with the eManual table of contents. You can open another policy or Logout.



Total Medical Compliance
eManual

Reset

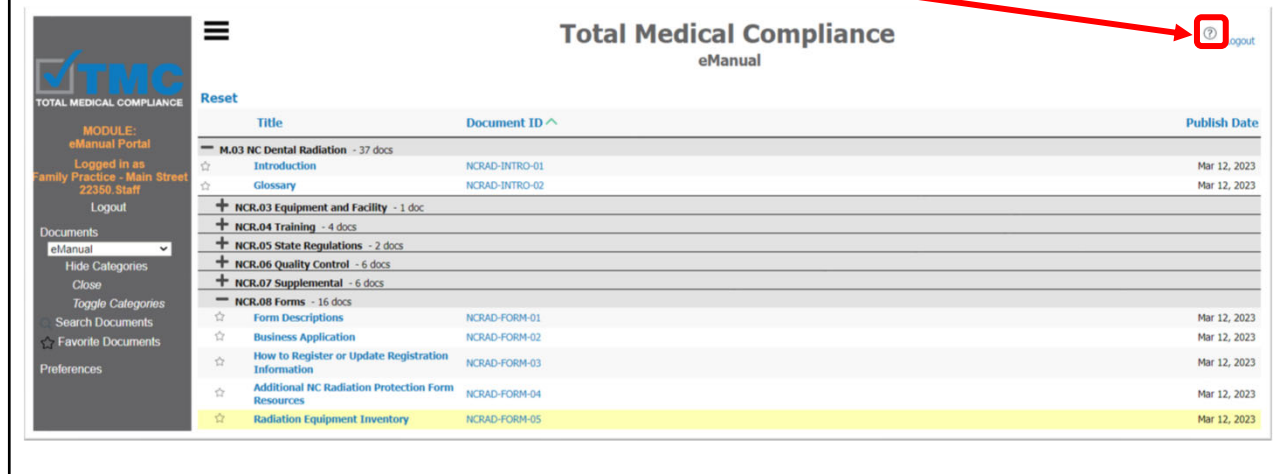
Title	Document ID ^	Publish Date
M.03 NC Dental Radiation - 37 docs		
☆ Introduction	NCRAD-INTRO-01	Mar 12, 2023
☆ Glossary	NCRAD-INTRO-02	Mar 12, 2023
+ NCR.03 Equipment and Facility - 1 doc		
+ NCR.04 Training - 4 docs		
+ NCR.05 State Regulations - 2 docs		
+ NCR.06 Quality Control - 6 docs		
+ NCR.07 Supplemental - 6 docs		
- NCR.08 Forms - 16 docs		
☆ Form Descriptions	NCRAD-FORM-01	Mar 12, 2023
☆ Business Application	NCRAD-FORM-02	Mar 12, 2023
☆ How to Register or Update Registration Information	NCRAD-FORM-03	Mar 12, 2023
☆ Additional NC Radiation Protection Form Resources	NCRAD-FORM-04	Mar 12, 2023
☆ Radiation Equipment Inventory	NCRAD-FORM-05	Mar 12, 2023

Left sidebar: TMC TOTAL MEDICAL COMPLIANCE. MODULE: eManual Portal. Logged in as Family Practice - Main Street 22350 Staff. Logout. Documents: eManual (selected), Hide Categories, Close, Toggle Categories, Search Documents, Favorite Documents, Preferences.

Note

The ? icon opens help from ComplianceBridge and is not intended for Business/Practice Administrators or Staff.

Always refer to TMC's training tutorial and resources found at the link in your Welcome email.



Total Medical Compliance
eManual

Reset

Title	Document ID ^	Publish Date
M.03 NC Dental Radiation - 37 docs		
☆ Introduction	NCRAD-INTRO-01	Mar 12, 2023
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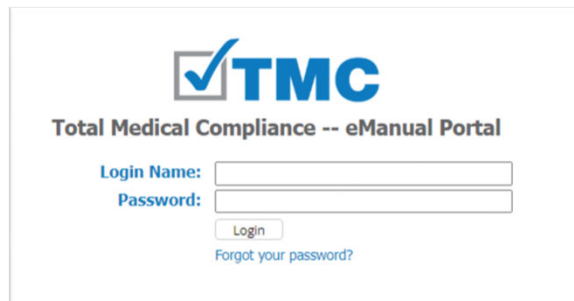
Customizing Your eManual Administrative Fillables

WHAT YOU WILL NEED:

1. Administrator access to your business/practice eManual(s)
2. Information about your business/practice to complete the policies.
3. Training tutorial and reference documents from Welcome email link.
4. A folder on your computer's desktop to save [PDFs \(temporary\)](#).
5. Word document(s) to assist with completing the policy names and Document IDs during the publishing process. Example:
 HIPAA CE - ADMINISTRATIVE FILLABLE POLICIES - COPY PASTE FOR ADMINS
 This document can be found and downloaded while logged in to the eManual Portal as the Administrator under "HE.09 HIPAA Reference" in the HIPAA Covered Entity eManual.

Customizing Your eManual Administrative Fillables

Click the link to the eManual Portal
[\(https://secure.compliancebridge.com/totalmed/portal/\)](https://secure.compliancebridge.com/totalmed/portal/) and log-in.



TMC
 Total Medical Compliance -- eManual Portal

Login Name:

Password:

[Forgot your password?](#)

Customizing Your eManual

1

Make sure the dropdown menu under "Documents" is set to "Administrative Fillable" on the left side of your screen.

Total Medical Compliance
Administrative Fillable

Title	Document ID ^	Publish Date	Previously Submitted	View Submitted	Latest Status
+ M.02 HIPAA Covered Entity - 2 docs					
- M.03 NC Dental Radiation - 22 docs					
- NCR.01 Written Safety Plan - 13 docs					
☆ Written Radiation Safety Policy & Procedure Review	NCRAD-WSP-01	Mar 12, 2023	0		
☆ Radiation Safety Officer	NCRAD-WSP-02	Mar 12, 2023	0		
☆ Location of Required Documents & Records Retention	NCRAD-WSP-03	Mar 12, 2023	0		
☆ Technique Chart	NCRAD-WSP-05	Mar 12, 2023	0		
☆ Written Radiation Protection Safety Program	NCRAD-WSP-06	Mar 12, 2023	0		
☆ Protection of Persons in Room During Exposure	NCRAD-WSP-07	Mar 12, 2023	0		
☆ Minimum Exposure Standards	NCRAD-WSP-08	Mar 12, 2023	0		

Customizing Your eManual

2

Click the Title of the policy you want to work on.

Total Medical Compliance
Administrative Fillable

Title	Document ID ^	Publish Date	Previously Submitted	View Submitted	Latest Status
+ M.02 HIPAA Covered Entity - 2 docs					
- M.03 NC Dental Radiation - 22 docs					
- NCR.01 Written Safety Plan - 13 docs					
☆ Written Radiation Safety Policy & Procedure Review	NCRAD-WSP-01	Mar 12, 2023	0		
☆ Radiation Safety Officer	NCRAD-WSP-02	Mar 12, 2023	0		
☆ Location of Required Documents & Records Retention	NCRAD-WSP-03	Mar 12, 2023	0		
☆ Technique Chart	NCRAD-WSP-05	Mar 12, 2023	0		
☆ Written Radiation Protection Safety Program	NCRAD-WSP-06	Mar 12, 2023	0		
☆ Protection of Persons in Room During Exposure	NCRAD-WSP-07	Mar 12, 2023	0		
☆ Minimum Exposure Standards	NCRAD-WSP-08	Mar 12, 2023	0		

Customizing Your eManual

Complete the sections as they apply to **your business/practice**.
Click "Save"

Return **Save** Clear All (Hide)

3

Protection of Persons in Room During Exposure

PRESENCE DURING EXPOSURES:

Based on [.0603(a)(1)(E)] it is the policy of this office that without approval of the RSO, no one is allowed in the room with the patient during a radiographic exposure. When holding is required the policy is to use the parent/caregiver whenever possible. If professional staff and ancillary personnel are required for the procedure, then the listed safety measures are used.

LEAD SHIELDING:

☒ Lead aprons or non-lead equivalent required by [.0603(a)(1)(F)] are provided and should be worn by all patients when X-rays are taken.

☒ Thyroid collars will be used, whenever practicable, with all patients but especially children.

Lead shielding:

- Will be inspected before each use for any cracks or damage and if detected the RSO will be notified.
- Will be stored unfolded to help prevent cracking.

Aprons are located:

- ☐ In the hygiene operator (ies).
- ☐ In the dental exam rooms.
- ☐ In the close vicinity of the pan/ceph unit.
- ☐ In every room that houses an X-ray unit.
- ☐ Other: _____

SAFETY MEASURES FOR PROFESSIONAL STAFF AND ANCILLARY SUPPORT FOR HOLDING PATIENTS AND/OR FILM DURING EXPOSURE [.0603(A)(1)(E)(I)&(II)].

- No one individual will be used routinely to hold patients or film.
- When holding patients, personnel monitoring badges are utilized and will be worn at the collar outside the apron. [.0603(a)(1)(J)]. [1614].

Customizing Your eManual

4

Next, click the "Submit" button
Click "OK" to proceed

Answers Saved
Remember to Submit the form when you are done entering your information
Last saved: Mar 12, 2023

Return Save Clear All **Submit** (Hide)

Protection of Persons in Room During Exposure

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5

Customizing Your eManual

Click the "OK" button to confirm submission.

secure.compliancebridge.com says

Have you saved all your answers? Are you sure you wish to Submit this Form?

OK Cancel

Permitted Routine & Recurring Disclosures of PHI

The PHI listed below is routinely released/disclosed outside of this office for the following purposes:

6

Customizing Your eManual

You will be returned to the Administrative Fillable list.
Next to the policy you just submitted, you will see a magnifying glass in the "View Submitted" column.

Title	Document ID ^	Publish Date	Previously Submitted	View Submitted	Latest Status
☆ Protection of Persons in Room During Exposure	NCRAD-WSP-07	Mar 12, 2023	1		Submitted Mar 12, 2023

Click on the magnifying glass to open your policy and click the link for the date you submitted.
There can be multiple submissions if edits are made at a later date and re-submitted.

Close this Window

Protection of Persons in Room During Exposure, version 1.0
previously submitted

Submitted	Approver(s)	Status	Approval Order
2023-03-12 12:37:19	Copy	No approval required	Cancel

If this is a new/updated version of the same policy, click the most recent date listed.

Customizing Your eManual

A new browser tab will open, and you will see your completed policy.

Close Window

Protection of Persons in Room During Exposure, version 1.0
Family Practice - Main Street 22350.Admin
 Submitted: Mar 12, 2023

Protection of Persons in Room During Exposure

PRESENCE DURING EXPOSURES:

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- ☐ Other:

Customizing Your eManual

TMC
TOTAL MEDICAL COMPLIANCE

MODULE:
eManual Portal

Logged in as
Family Practice - Main Street
22350.Admin

Logout

eManual Management

Documents

eManual

Hide Categories

Close

Toggle Categories

Search Documents

Favorite Documents

Preferences

eManual

Title	Document ID
+ M.02 HIPAA Covered Entity - 1 doc	
- M.03 NC Dental Radiation - 50 docs	
☆ Introduction	NCRAD-INTRO-01
☆ Glossary	NCRAD-INTRO-02
+ NCR.01 Written Safety Plan - 2 docs	
+ NCR.02 Practice Specific Protocols - 5 docs	
+ NCR.03 Equipment and Facility - 1 doc	
+ NCR.04 Training - 9 docs	
+ NCR.05 State Regulations - 2 docs	
+ NCR.06 Quality Control - 6 docs	
+ NCR.07 Supplemental - 6 docs	
+ NCR.08 Forms - 16 docs	
- NCR.09 Resources - 1 doc	
NC DEN RAD - ADMINISTRATIVE FILLABLE POLICIES - COPY PASTE FOR ADMINS	NCRAD-RES-01

Print/save to PDF in the folder on your computer's desktop

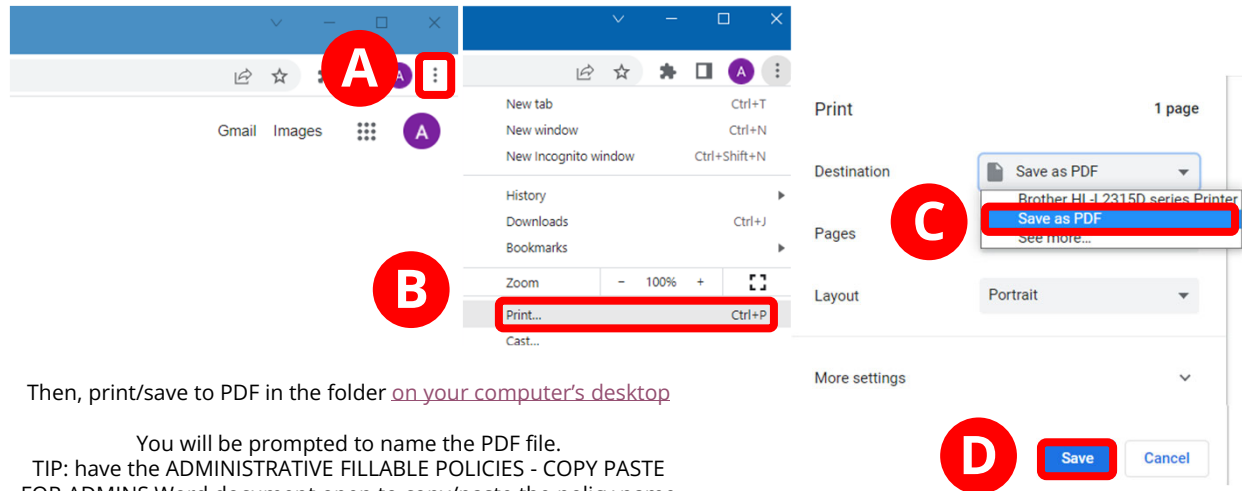
You will be prompted to name the PDF file.

TIP: have the ADMINISTRATIVE FILLABLE POLICIES - COPY PASTE FOR ADMINS Word document open to copy/paste the policy name as the PDF file name.

Customizing Your eManual

HOW TO PRINT OR SAVE A PAGE AS A PDF FILE IN GOOGLE CHROME

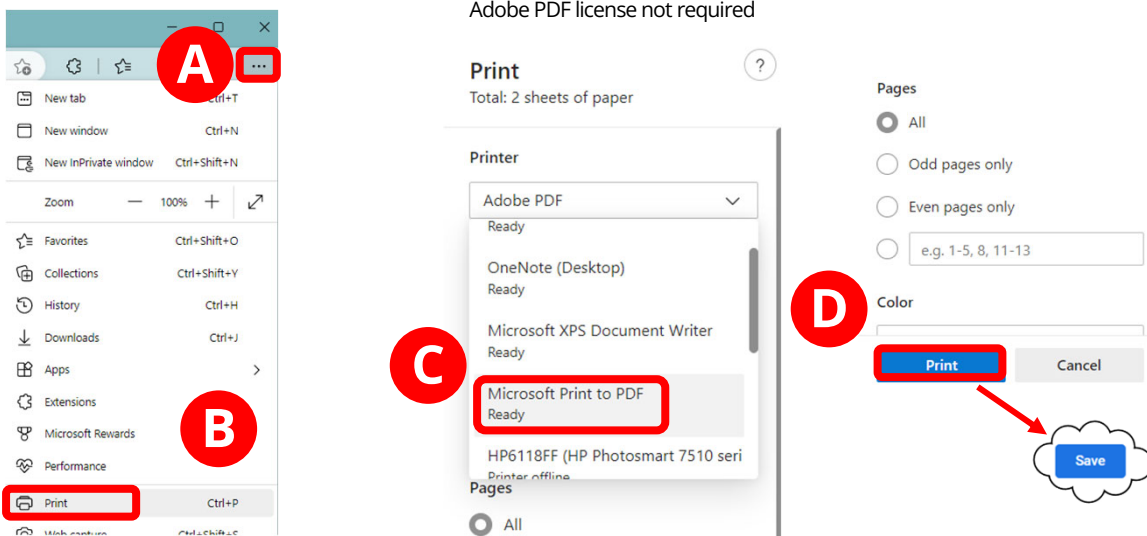
Adobe PDF license not required



Customizing Your eManual

HOW TO PRINT OR SAVE A PAGE AS A PDF IN MICROSOFT EDGE

Adobe PDF license not required



Customizing Your eManual

Saving and Maintaining PDFs

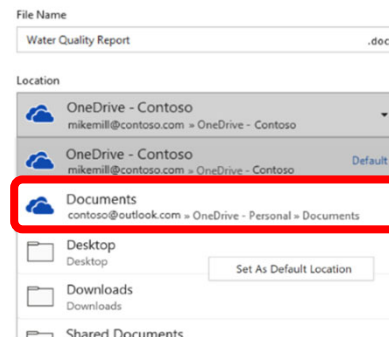
- Save these PDFs to a New Folder on your computer's desktop.
- After you publish the PDFs as customized policies in your practice's eManual – there is no requirement to keep them on your computer.

[Save a file in Windows - Microsoft Support](#)

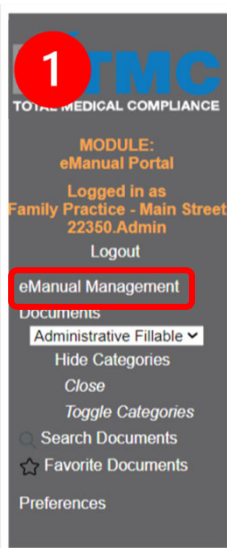
OPEN THE APPLICABLE WORD DOCUMENT
ENDING IN:

"ADMINISTRATIVE FILLABLE POLICIES - COPY
PASTE FOR ADMINS"

Save this file

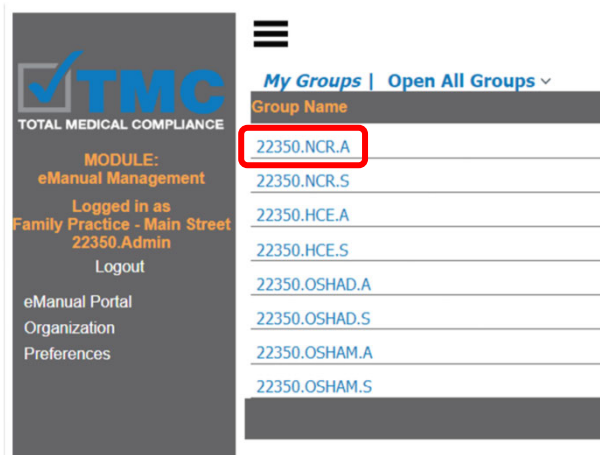


Time to Publish Your Customized Policy to the eManual Portal!



Close the browser tab(s) and return to the tab with the eManual Table of Contents.

On the left side of the screen, click on "eManual Management"



Click on the eManual name where the policy belongs. Under "Group Name"

Note, you will click on the Group that ends in "A" to publish as an Admin.

Publishing Your Customized Policy

On the left side of the screen, click on "New Document"

Then choose "eManual document" and click "Submit"

3

4

Publishing Your Customized Policy


Copy/paste the policy's Document Title, Document ID, and select the Category (section of the table of contents) and click "Save"

5

Use the applicable "ADMINISTRATIVE FILLABLE POLICIES - COPY PASTE FOR ADMINIS" Word document to help quickly and accurately complete these sections. Found in the "Resources" section of each eManual.

6

Publishing Your Customized Policy



TOTAL MEDICAL COMPLIANCE

MODULE:
eManual Management

Logged in as
Family Practice - Main Street
22350.Admin

Logout

eManual Portal
Organization
22350.NCR.A

Documents
Drafts

Total Medical Compliance

Drafts

Sort by Title	Sort by Doc ID	Document Type	Version	Sort by Date
Protection of Persons in Room During Exposure	NCRAD-WSP-07	eManual	1.0	Mar 15, 2023

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Click the Title of the policy title to open the draft.

Publishing Your Customized Policy

Click "Import" in the Header section.



TOTAL MEDICAL COMPLIANCE

MODULE:
eManual Management

Logged in as
Family Practice - Main Street
22350.Admin

Logout

eManual Portal
Organization
22350.NCR.A

Documents

Total Medical Compliance

Protection of Persons in Room During Exposure of 22350.NCR.A

Preview | Searchwords | Alerts | Seek Advice/Approval | Publish | Archive | Return

Title
Protection of Persons in Room During Exposure
Version: 1.0
Category: NCR.01 Written Safety Plan

Header (Hide)  Source Files  Edit Properties

Import

Add link to another Document Add previously imported file

Document (Hide)  Source Files  Edit

Add link to another Document Add previously imported file

Publishing Your Customized Policy

Choose the PDF from the desktop folder and click "Open" to upload it.
Then, click "Load"

8

Total Medical Compliance

Import file for Document of "Protection of Persons in Room During Exposure"

Select Import File:

A Choose File No file chosen

B Clear Document before importing file?

Load Cancel

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Name

NCRAD-WSP-07 - Protection of Persons in Room During Exposure.pdf

NCRAD-WSP-07 - Protection of Persons in Room During Exposure.pdf

All files (*.*)

Open Cancel

Publishing Your Customized Policy

9

Click "Ignore" when your document is attached.

Load Source File for Document of Protection of Persons in Room During Exposure

NCRAD-WSP-07_-_Protection_of_Persons_in_Room_During_Exposure: Choose File No file chosen

Load Ignore Cancel

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You will see it here once it is attached.

Publishing Your Customized Policy

10

Then, click "Publish" in the top menu

Protection of Persons in Room During Exposure of 22350.NCR.A

| Preview | Searchwords | Alerts | Seek Advice/Approval | **Publish** | Archive | Return

Title Protection of Persons in Room During Exposure
Version: 1.0
Category: NCR.01 Written Safety Plan

Header (Hide) Source Files Import Edit
Add link to another Document Add previously imported file
Top

Document (Hide) Source Files Import Edit
Add link to another Document Add previously imported file

Refresh Last saved: 2023-03-12 13:22:12

[NCRAD-WSP-07_-_Protection_of_Persons_in_Room_During_Exposure.pdf]
Top

Publishing Your Customized Policy

Select both groups. One ends in "A" and "S". Click "Select" then "Save"

11

Publish: "Protection of Persons in Room During Exposure" version 1.0 Return

This is a "eManual" document. Notifications will not be sent to recipients.

Publish date: 2023-03-12 time: 13:25 Change

Expiration date: 2024-03-11 ☐ Never expires Change

Automatic review prior to expiration: ☐ Automatically notify Group Owner and Backups 60 days prior to expiration

Publish to 22350.NCR.A only: ☒

Publish to any/all subordinate groups: (Only highlighted groups will receive the published document)

22350.NCR.A
22350.NCR.S

1 group(s)

Select Hide groups

Publish as a template: ☐

Save Cancel Reset

You must save your settings before you are allowed to publish.

Why?

This is what is available in the eManual Portal in read-only format for Staff.

Publishing here ensures that the Staff can view the policies and limits their ability to edit/alter them.

Publishing Your Customized Policy

Click "Publish" at the bottom of the page!
Your customized policy is now available in the eManual Portal to all Staff!

12

Publish: "Protection of Persons in Room During Exposure" version 1.0 [Retu](#)

This is a "eManual" document. Notifications will not be sent to recipients.

Publish date: 2023-03-12 time: 13:25 [Change](#)

Expiration date: 2024-03-11 ☐ Never expires [Change](#)

Automatic review prior to expiration: ☐ Automatically notify Group Owner and Backups 60 days prior to expiration

Publish to 22350.NCR.A only: ☐

Publish to any/all subordinate groups:

22350.NCR.A
22350.NCR.S

2 group(s)

Select Hide groups

Publish as a template: ☐

[Save](#) [Publish](#) [Cancel](#) [Reset](#)

The "Publish" button will only appear after you click "Save" in the previous step.

View Your Customized Policy in the eManual Portal!

Click on "eManual Portal" in the left side menu and be sure the dropdown is set to "eManual"

See your policy in the table of contents!

TOTAL MEDICAL COMPLIANCE

MODULE:
eManual Management

Logged in as
Family Practice - Main Street
22350.Admin

Logout

eManual Portal 1

Organization
22350.NCR.A

Documents
eManual

Close
Toggle Open

Search Documents
New Document
Revise Document
Copy Document

Reports
Preferences

TOTAL MEDICAL COMPLIANCE

MODULE:
eManual Portal

Logged in as
Family Practice - Main Street
22350.Admin

Logout

eManual Management

Documents
eManual

Hide Categories

Total Medical Compliance eManual			Logout
Title	Document ID	Publish Date	
+ M.02 HIPAA Covered Entity - 1 doc			
- M.03 NC Dental Radiation - 38 docs			
☆ Introduction	NCRAD-INTRO-01	Mar 12, 2023	
☆ Glossary	NCRAD-INTRO-02	Mar 12, 2023	
- NCR.01 Written Safety Plan - 1 doc			
☆ Protection of Persons in Room During Exposure	NCRAD-WSP-07	Mar 12, 2023	2
+ NCR.03 Equipment and Facility - 1 doc			
+ NCR.04 Training - 4 docs			
+ NCR.05 State Regulations - 2 docs			

View Your Customized Policy in the eManual Portal!

Click the Title, then click to open the PDF
It will open in a new browser tab (based on your browser settings)

[Close this Window](#) [\(Hide\)](#)

Protection of Persons in Room During Exposure

Version: 1.0

Publish Date: Mar 12, 2023

[NCRAD-WSP-07_-_Protection_of_Persons_in_Room_During_Exposure.pdf]

View Your Customized Policy in the eManual Portal!

Close the browser tab (or click "Close Window") when finished and return to the eManual Portal/table of contents tab.

3

[Close Window](#)

Protection of Persons in Room During Exposure, version 1.0
Family Practice - Main Street 22350.Admin
Submitted: Mar 12, 2023

Protection of Persons in Room During Exposure
<p>PRESENCE DURING EXPOSURES:</p> <p>Based on [06036(X)E] it is the policy of this office that without approval of the RSO, no one is allowed in the room with the patient during a radiographic exposure. When holding is required the policy is to use the parent/caregiver whenever possible. If professional staff and ancillary personnel are required for the procedure, then the listed safety measures are used.</p> <p>LEAD SHIELDING:</p> <p>Lead aprons or non-lead equivalent required by [06036(X)E] are provided and should be worn by all patients when X-rays are taken. <input checked="" type="checkbox"/> Thyroid collars will be used, whenever practicable, with all patients but especially children.</p> <p>Lead shielding:</p> <ul style="list-style-type: none"> • Will be inspected before each use for any cracks or damage and if detected the RSO will be notified. • Will be stored unfolded to help prevent cracking. <p>Aprons are located:</p> <ul style="list-style-type: none"> <input type="checkbox"/> In the hygiene operatory (es). <input type="checkbox"/> In the dental exam rooms. <input checked="" type="checkbox"/> In the close vicinity of the panoramic unit. <input type="checkbox"/> In every room that houses an X-ray unit. <input type="checkbox"/> Other: _____
<p>SAFETY MEASURES FOR PROFESSIONAL STAFF AND ANCILLARY SUPPORT FOR HOLDING PATIENTS AND/OR FILM DURING EXPOSURE</p>

(Optional) Delete PDFs Saved in Desktop Folder

Once you've verified your policy has been published, you may delete the PDFs saved in the desktop folder on your computer – this is optional, but it is not necessary to maintain the customized policy PDFs in both places.

Who To Contact

TMC

- Policy content questions.
- How to fill out your eManual.
- Billing, pricing, adding new/additional eManuals.
- Did not receive "Forgot Password" email.

eManual_Support@totalmedicalcompliance.com

ComplianceBridge

- Log-in page will not load.
- Other technical/functionality issues.

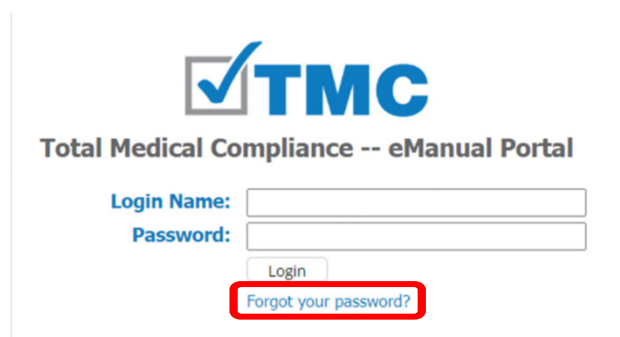
support@compliancebridge.com

Forgot Your Password?

TMC no longer maintains, or resets forgotten passwords.

Click "Forgot your password?"

You will receive an email with instructions on how to reset your password.



TMC
Total Medical Compliance -- eManual Portal

Login Name:

Password:

Login

Forgot your password?