

Complete Healthcare Compliance Manual

Resource: Sample Policy Implementation Master Tracker

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Identify Policies for Review	Policy: Rank: Reason for Revision: SOX Findings Coverage:
Policy Maintenance	Policy Owner: Senior Management Approver:
Policy Drafting	Group Lead: Subject Matter Expert: Policy Support: Adapted into Standard Format: First Draft Requestor: First Policy Review: Revised Draft: Final Review: Review Committee: Senior Mgmt Approval: Submission to Corporate (Y/N): Finalize Policy (Y/N): Target Completion Date:

Policy Implementation	Audience Impact: Level of Audience: Number of Audience: Expected Communication Type: Target Communication Date: Draft Status: Final Approval: Roll-out: Implementation Date: Posted to Policy Site?
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