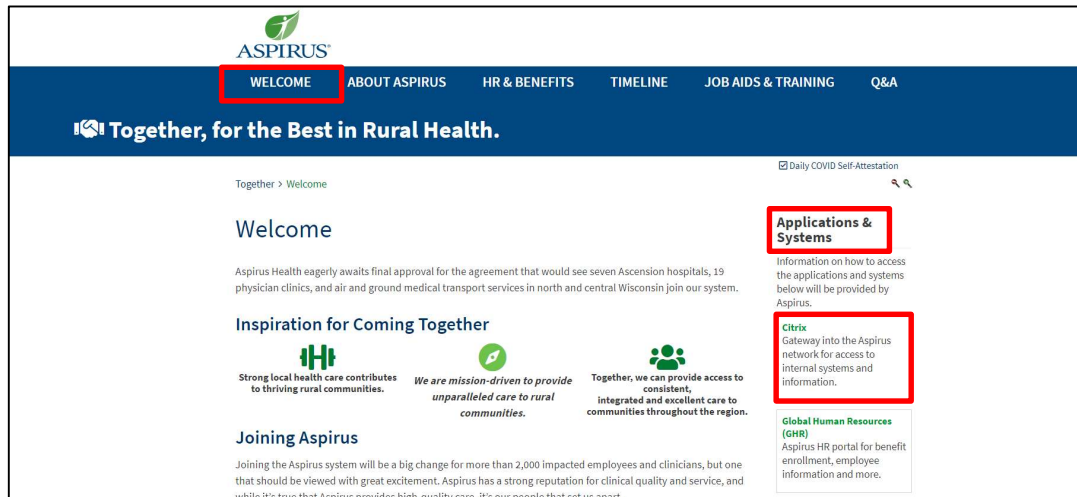
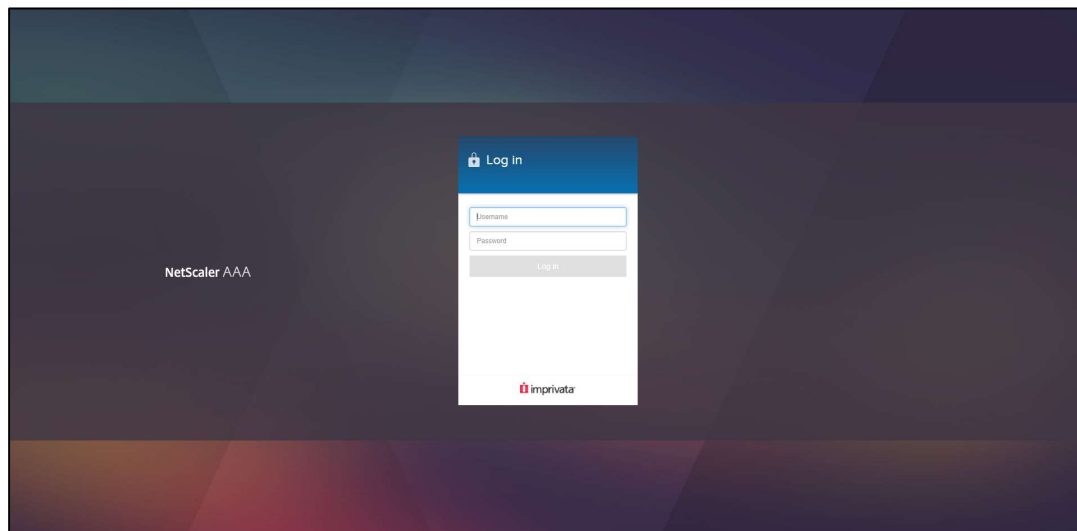


Local policy documents for new Aspirus locations are housed in an application called OnBase they can be accessed by following the steps below.

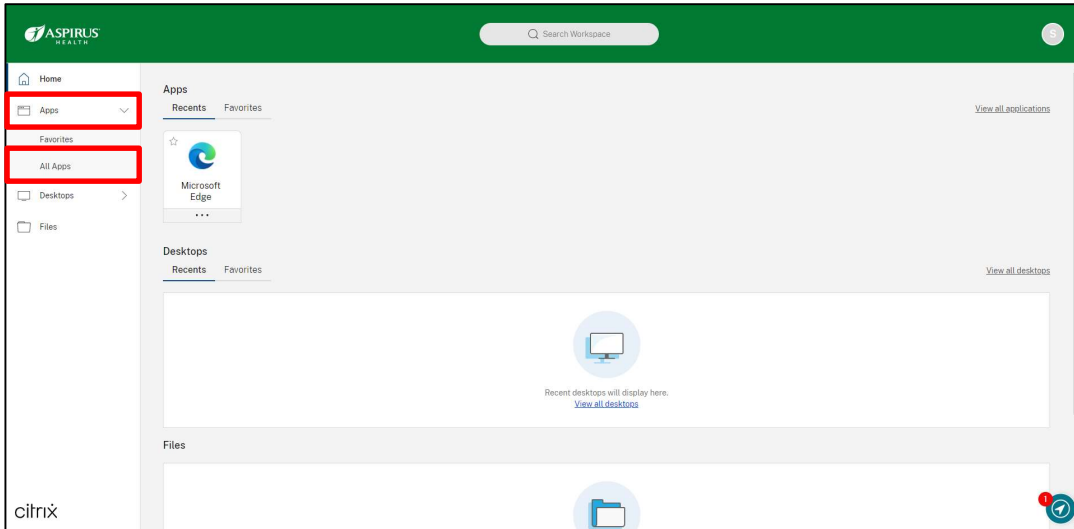
1. On the Aspirus microsite “Welcome” page under “Applications & Systems” click on “Citrix”.



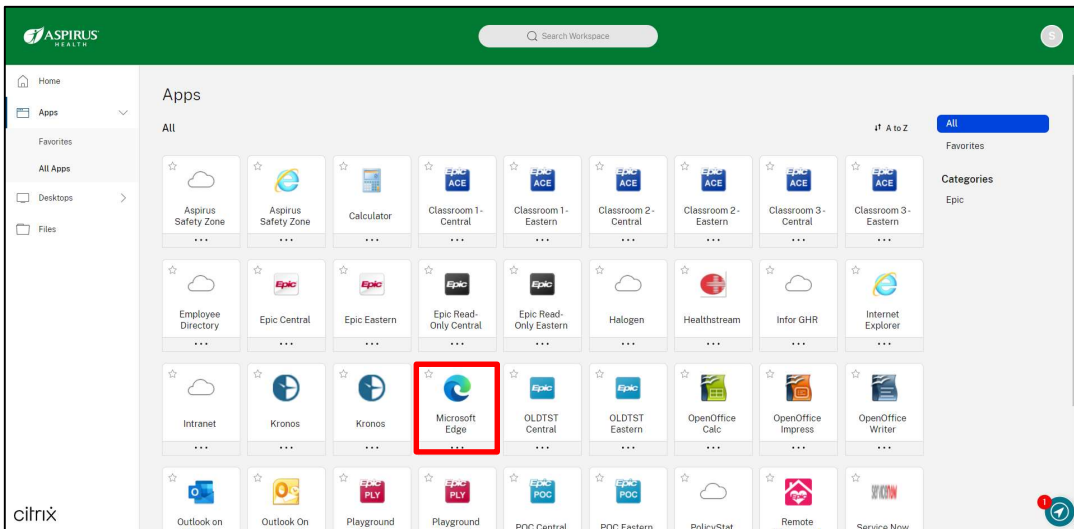
2. Log in using your network username and password.



3. Select “Apps” and then “All Apps”.



4. Select “Microsoft Edge”.



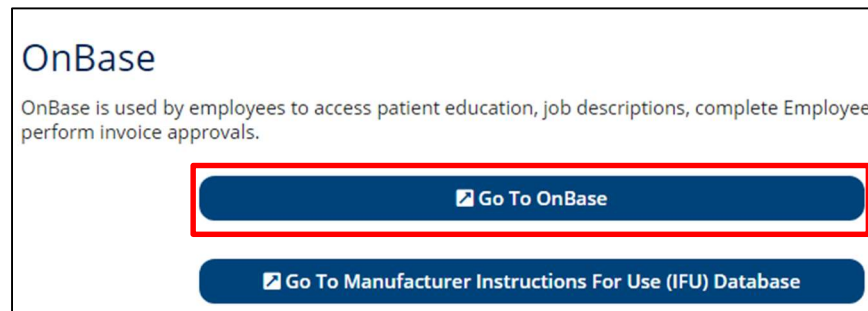
This will open the Aspirus Intranet homepage.

OnBase: Transitioned Policies from Ascension

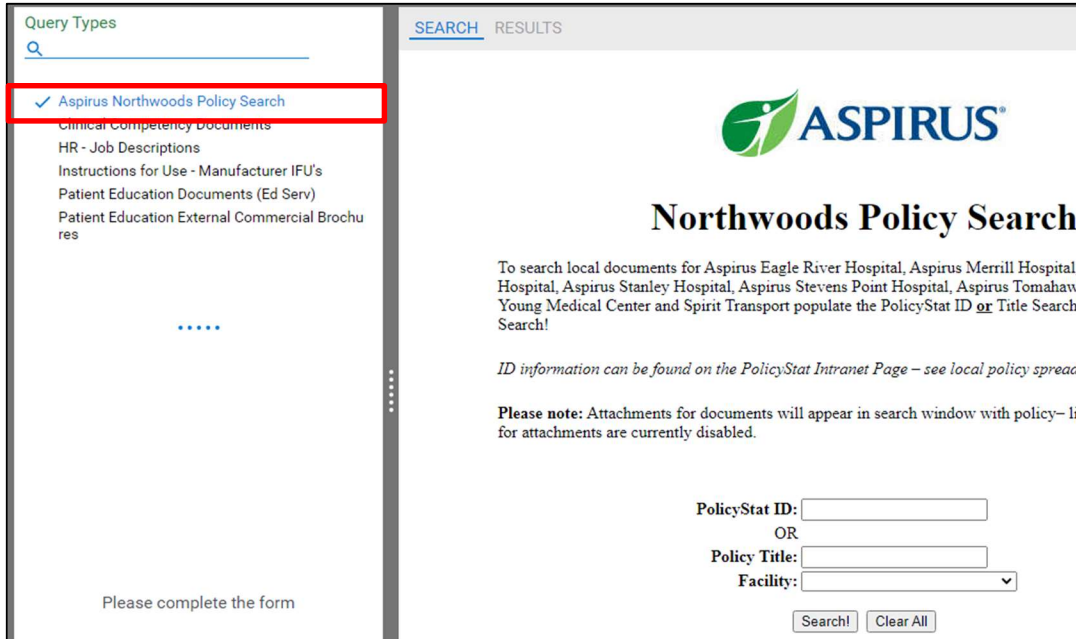
5. On the Aspirus Intranet page, select the tab “Documents & Forms” then click on “OnBase”.



6. Click “Go To OnBase”.



7. On left side of page, click “Aspirus Northwoods Policy Search”




Query Types

- ✓ Aspirus Northwoods Policy Search
- Clinical Competency Documents
- HR - Job Descriptions
- Instructions for Use - Manufacturer IFU's
- Patient Education Documents (Ed Serv)
- Patient Education External Commercial Brochures

.....

Please complete the form

SEARCH RESULTS



Northwoods Policy Search

To search local documents for Aspirus Eagle River Hospital, Aspirus Merrill Hospital, Hospital, Aspirus Stanley Hospital, Aspirus Stevens Point Hospital, Aspirus Tomahawk Young Medical Center and Spirit Transport populate the PolicyStat ID or Title Search Search!

ID information can be found on the PolicyStat Intranet Page – see local policy spreadsheets

Please note: Attachments for documents will appear in search window with policy– link for attachments are currently disabled.

PolicyStat ID:

OR

Policy Title:

Facility:

If you have questions about this process or would like more information, please contact Jessie Hlad at jessie.hlad@aspirus.org.