

# Publishing Patient Education Documents

After your document has been edited and approved, here's what to expect during the publishing process.

## Step 1: Proofreading

- A final proofreader will review your document.
- Our accessibility team ensures the document can be read by screen readers and meets ADA requirements.
- The turnaround time for these steps varies depending on the queue and availability.

## Step 2: Publishing to Health Online

- Your document will be published to [Health Online](#), where it will always be available in its most updated version.

## Future Revisions

- Documents are **reviewed every 3 years** from the date of publication.
- After your team has given approval for publishing, **please hold any revisions until the next scheduled review.**
  - Exception: Revisions needed for **patient safety** should be made immediately. Please contact us to request an earlier revision.
- Thank you for helping us save time and resources!

## Providing Your Document to Patients

- We recommend sharing a link to your document on [Health Online](#). This ensures your patients are seeing the most current version, and shows them any available translations.
- We do not automatically upload documents to Epic. If requested we can submit your document to the Informatics team.
  - Important: Health Online and Epic do **not** sync, which can lead to version control problems. Once in Epic a document cannot be edited.
  - Another option is to **bookmark Health Online links** in Epic so you can quickly add links to patient messages.

## For More Information...

- **Starting Projects:** See "[Creating Patient Education Documents](#)" to learn more about the editing process.
- **Translations:** For more information about translation options, please see "[Translation Options for Patient Education Document.](#)"

Email [hsayre@uw.edu](mailto:hsayre@uw.edu) to start any project or with any questions. I look forward to working with you!

Hayley Sayre (she/her) - [hsayre@uw.edu](mailto:hsayre@uw.edu)

Health Editor, Program Operations Specialist, Patient and Family Education Services