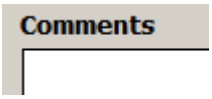
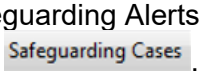
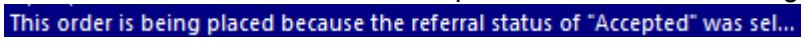
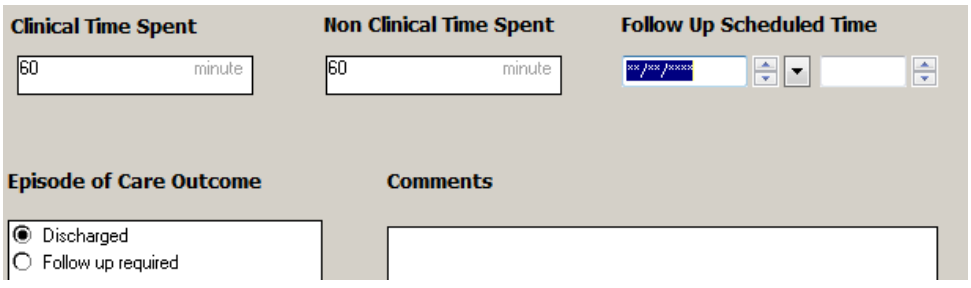
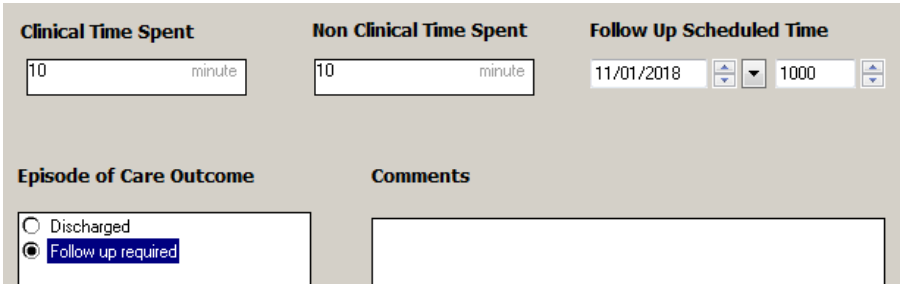
ACCEPTING A SAFEGUARDING REFERRAL: DISCHARGE AND FOLLOW UP

1.	From PowerChart, click on MPTL from the tool bar.
2.	Click on the Safeguarding Alerts tab (all referrals to MKUH Safeguarding Team Informed will be visible in the Safeguarding Alerts tab).
3.	Double click on patient, Safeguarding Power Form opens. Accept by selecting the radio button. Add comments in the comments box if necessary. 
4.	Click the green tick in the top left hand corner to sign the data.
5.	Patients Safeguarding Alert is completed evident by a green tick and who charted it. Status is complete.
6.	Click refresh, Patient is removed from the Safeguarding Alerts Tab and held in the Safeguarding Cases Tabs  .
7.	Click the 'Safeguarding Cases' tab.
8.	Click Refresh.
9.	Double click on the same patient identified as 'Safeguarding follow up'.  and Safeguarding Contact Form opens.
IF DISCHARGE IS REQUIRED FOLLOW THE BELOW STEPS	
10.	Complete '***Clinical time spent, Non-clinical time spent, Episode of Care Outcome (select Discharged) and Comments.*** 
11.	Click the green tick to sign the data.
12.	Patient from Safeguarding Cases list is completed evident by a green tick and who it was Charted by, status is complete.

13.	Click Refresh. Patient is removed from list as no further action is required.
	IF FOLLOW UP IS REQUIRED FOLLOW THE BELOW STEPS
14.	Complete '***Clinical time spent, Non-clinical time spent: Follow Up Scheduled Time: Episode of Care Outcome: Select Follow up required: Comments*** 
15.	Click the green tick to sign the data.
16.	Patient on Safeguarding Alerts list is completed evident by a green tick and who it was Charted by, status is complete.
17.	Refresh patient – patient remains on the list, status pending for further actions by the Safeguarding Team.
18.	When patient is ready to be discharged from Safeguarding Team – return to patient and repeat steps for discharge (10 -13).