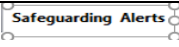
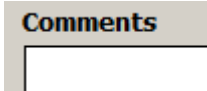


ACKNOWLEDGING AND REJECTING A SAFEGUARDING REFERRAL

1.	From PowerChart, click on MPTL icon from the tool bar.
2.	Click on 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. Acknowledge or reject by selecting the relevant radio button Add comments in the comments box.  Acknowledge – When you want to acknowledge a safeguarding alert against the patient but does not require an action.
4.	Click the green tick 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.
7.	Patients record is updated with the result.