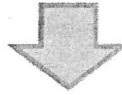


MISSING ALERT SOP

Alert received into childrentriage@northumberland.gov.uk, email to be forward to Yvonne.Lawrence@northumbria-healthcare.nhs.uk unless she has already been included.



Create Person and any children/unborn



Added a case note and case summary on all records



Add a hazard to all records
Hazard type - Info -manual file
Hazard details - cut and paste contact details from alert



Upload alert in documents and moved email to Misc label