Initial Health Assessment - Joint Booking Protocol (October 2023) **SW Prepare for Appointment** If Change in SW (Use SW Form for CiC Medicals SW must forward the ppointment to the New SW Social Work **SW Completes** and Complete Handover Carer. Notify Birth Parents sends to BSS to Care SW to complete to **Duty** –Yes–▶ If SW Cannot to obtain information) Attend SW & TM to decide it No IHA **Duty SW** SW to inform BCT Appointment BSS and BCHC CBS Completed within 24 hours **BSS Complete** Eclipse Worklist BSS to upload report to Eclipse End and update Child's --> **BSS Send Completed** 2 Working Days **BAAF** and Consent to CBS 2 Working Days CBS Send Appointment to BCT BCHC Central Booking **CBS Immediately** BSS Mailbox and Copy in the **CBS Book Next Book Next Available** SW and TM Available Appointment Also Send Calendar Invite to Appointment and continue with SW previous steps Following Completion of Appointment BCHC to CBS Send Letter of complete report and send **CBS Book Interpreter** to BCT BSS within 20 Appointment to if required Carer