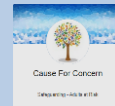




## How to Refer

Access e-forms through the e-form portal, using the managed bookmarks (clinical) feature in Microsoft Edge or Google Chrome on any machine in the trust.

Select Cause for Concern Safeguarding Adults at risk



Select site - Select start

Complete form

Select Social Services area where patient

Complete body map if required

Select Submit

**Place a safeguarding sticker in the patient's clinical notes to advise colleagues that a cause for concern has been sent and to contact social services before patient is discharged - (to ensure it is safe for the patient to be discharged)**

If safeguarding sticker not available  
Document in clinical notes that cause for concern has been sent and that patient should not be discharged without discussing with social services to ensure it is safe for the patient to be discharged