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|  | **ED RECEPTION**  **Maternity Patients SOP**  **A Face Sheet must be printed for every pregnant A&E patient, regardless of whether their A&E attendance is related to their pregnancy or not.** |
| **1** | If a patient **tells you they are pregnant** and/or you get the **Maternity** **EPR Alert** after booking a patient in **- print a Face Sheet for that patient.** |
| **2** | Put the Face Sheet in **Maternity – To Send** folder |
| **3** | **Maternity folders must be checked every night** and any Face Sheets in the **To Send folder must be scanned and emailed.** Scan and send to self and then forward on as below.    **Email addresses are:**  alison.pollock@cht.nhs.uk  samantha.rooney-smith@cht.nhs.uk  natalie.wood@cht.nhs.uk |
| **4** | **Note the sent date and time** on each Face Sheet and put in **Maternity – Sent folder.** |
| **5** | **Maternity Team will confirm receipt of the Face Sheets via the Reception group email account.** Reception must dispose of (in the Confidential Waste) any Face Sheets that have been confirmed as received. |