

**STANDARD OPERATING PROCEDURE DOCUMENT (SOP)**

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| **Title** | |  | | | **Doc. No.** |  |
| **Scope** | |  |  | |  | |
| **Purpose** | |  | | | | |
| **Guidelines** | |  | | | | |
| **PROCEDURE** | | | | **RESPONSIBILITY** | | |
| **1** |  | | |  | | |
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| **4** |  | | |  | | |
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| **Title** | |  | | | | | | **Doc. No.** |  |
| Version | | | | |  | | | | | |
| Supersedes | | | | |  | | | | | |
| Approving Managers/Committee | | | | |  | | | | | |
| Date Ratified | | | | |  | | | | | |
| Department of Originator | | | | |  | | | | | |
| Responsible Executive Director | | | | |  | | | | | |
| Responsible Manager/Support | | | | |  | | | | | |
| Date Issued | | | | |  | | | | | |
| Next Review Date | | | | |  | | | | | |
| Target Audience | | | | |  | | | | | |
| **Version** | **Date** | | **Control Reason** | | | | **Accountable Person for this Version** | | |
|  |  | |  | | | |  | | |
|  |  | |  | | | |  | | |
| **Reference documents** | | | | **Electronic Locations** | | **Locations for Hard Copies** | | | | |
|  | | | | Urgent Care 24 Intranet / Corporate Policies/ Current SOPS/ …… | | Standard Operating Procedures File in the Call Centre. | | | | |
| **Document Status: This is a controlled document.**  **Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.** | | | | | | | | | | |