

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Accessing PC24 Intranet from remote locations</b>	<b>Doc. No.</b>	<b>OP245</b>
<b>Scope</b>	<b>All staff</b>		
<b>Purpose</b>	To ensure clinical and operational personnel based at remote locations are able to access all documents, such as Standard Operating Procedures, using the external web address for PC24's Intranet.		
<b>PROCEDURE</b>		<b>RESPONSIBILITY</b>	
<b>1.</b>	Open Internet Explorer and go to the following webpage: <a href="http://extranet.urgentcare24.co.uk">http://extranet.urgentcare24.co.uk</a>	All staff	
<b>2.</b>	Primary Care 24 staff will need to use the following log in:  Username: urgentcare24 Password: password  All letters are to be entered in lowercase.	All staff	
<b>3.</b>	Policies and SOPs can be located in the tab related to their specific service area.	All staff	

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<b>Version</b>	V3			
<b>Supersedes</b>	V2			
<b>Approving Managers/Committee</b>	Head of Service			
<b>Date Ratified</b>	July 2019			
<b>Department of Originator</b>	Service Delivery			
<b>Responsible Executive Director</b>	Director of Service Delivery			
<b>Responsible Manager/Support</b>	Head of Service			
<b>Date Issued</b>	July 2019			
<b>Next Review Date</b>	July 2020			
<b>Target Audience</b>	All staff			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>	
V1	April 2016	New SOP	Head of Service	
V2	January 2018	Review and updated	Service Manager	
V3	July 2019	Review and updated	Head of Service	
<b>Reference documents</b>		<b>Electronic Locations</b>	<b>Locations for Hard Copies</b>	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/ .....	Standard Operating Procedures File in the Call Centre.	
<p><b>Document Status:</b> This is a controlled document.          Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.</p>				