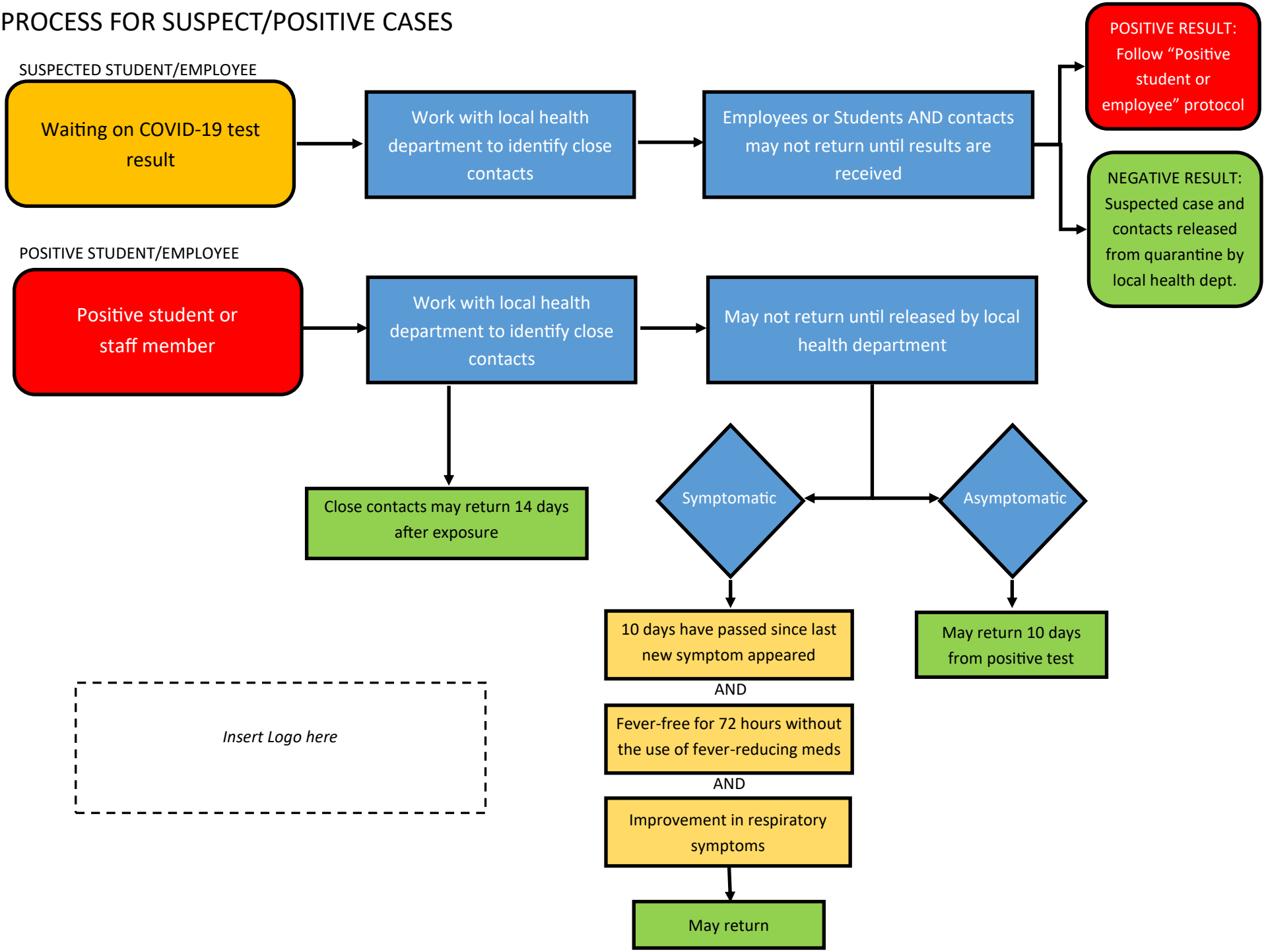PROCESS FOR SUSPECT/POSITIVE CASES