

# PAS Patient Registration - Requesting Casenote Frontsheets

## Requesting Casenote Frontsheets

From your menu choose the PAS User Utilities (M P U S E R) option, SELECT Casenote Frontsheet HMR1 (**H I H F**) and enter the patient hospital **CR** number. The screen will now display the name, date of birth and address, press the Enter or Return keys.

- At the bottom of the screen enter the number that relates to the most recent hospital episode i.e. the highest number and return.

```
HIHF1          CASENOTE FRONTSHEET - SELECT EPISODE          CACHE TESTRI
Current name: PARSON, ADAM          DOB: 01-JUN-1994  Sex: M  W

No Start   End     Spec  Consultant          Ward    Ty  Hosp  Hosp Number
-----
 2 11JUN15 11JUN15 02   DR B. CHOOSE       TRBOT   IPe TR   CR  C024349
 3 11JUN15 14JAN16 01   DR M.C. ABBAN      TRCAR   IPe TR   CR  C024349
 5 27JAN16 30JAN16 05   DR P.W. BOWERS     TRCAR   IPe TR   CR  C024349
 6 01JUN16 02JUN16 01   DR M.C. ABBAN      TRBOT   IPe TR   CR  C024349
 7 03JUN16 04JUN16 01   DR M.C. ABBAN      TRBTK   IPe TR   CR  C024349
 8 10JUN16 01JUL18 01   DR M.C. ABBAN      TRGRE   IPe TR   CR  C024349
10 15JUL18 17JUL18 07   DR P. ANDRASSY     TRROS   IPe TR   CR  C024349
```

- enter detail number/Search aGain/eXit [ \_ ]
- The next screen will show the patient's demographic details. Check these are correct before proceeding and then **A** to Accept.
- If changes to the demographic details are required you must return to the patient main details screen and amend them.
- **Output to**, - If this does not default to your printer **F1** and select the relevant printer.
- **Delay start**, - Type **N** for No if you wish to print the frontsheet straight away, and then press the return key through the following fields until the system returns you to the menu.

If you do not want to print straight away type **Y** for Yes in the Delay Start field. Press the return key through the following fields until the system returns you to the menu. The print will be sent to the Spoolfile where it will stay until printed.

Video

Your browser does not support the HTML5 Video element.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=163>