

# PAS Tracing - Batch Tracing Casenotes

## Batch Tracing Case NotesCasenotes

This function is designed to be used when you are sending **MORE** than one set of notes from your location to another.

From your main menu select PAS Case NotesCasenote Tracing Basic (**M P T R B**) then select Batch Tracer Index (**H F D P**)

<b>Hospital/Unit</b>	Enter the Hospital code where the notes are being sent, then press the return key.
<b>Ward/DepartmentDept</b>	Press the return key through this field.
<b>For Use By</b>	Press the return key through this field. Type <b>Ay</b> to Accept, then press the return key.

This screen will display a list of all the Batch Tracer Indexes that have been set up for that particular hospital.

From the screen action prompts choose **N I** for New Index.

The message 'A similar department index already exists' may appear – this is acceptable. Type **Ay** to Accept, then press the return key. Type **A C**, for Add Case NoteCasenote from the screen action prompts, then press the return key.

<b>Tracer Type</b>	Enter Tracer type (press the <b>F1</b> key for help).
<b>Hospital/Unit</b>	As this is entered on the previous page this will be carried over.
<b>Ward/DepartmentDept</b>	Enter the Department or Ward – if applicable (press the <b>F1</b> key for help).
<b>For Use By</b>	Enter the username if applicable (press the <b>F1</b> key for help)
<b>Coded comment</b> <b>Please read the warning below</b>	Enter any relevant comment ( <b>F1/Num Lock</b> for help). If episodic folders are being sent back for scanning, enter <b>P R S</b> in this field.
<b>Comments</b> <b>Please read the warning below</b>	Free text field.
<b>Warning!</b>	<b>Comments added in the first two comment fields will appear against every set of notes added.</b> If nothing is entered into the first two comment

<b>Number</b>	<p>fields they will appear below the Number data field. If comments are added here they will only appear against the casenote number entered.</p> <p>Enter the casenote number and return, ensure at this point the Hospital Number and Patient correspond.</p>
<b>NumberNo of VolumesVols</b>	<p>Enter the number of volumes you are sending. <b>Remember to add to the Comment field the location of any volume you are not sending.</b> If it is an episodic folder, enter 1 of 1 or F1 for help.</p> <p>Type <b>Ay</b> to Accept, then press the return key. If the comment '<b>notes traced to..... continue</b>' appears, enter <b>Y</b> for Yes</p>
	<p>Continue adding the casenote numbers. When you have finished check that the <b>Number traced this batch</b> matches the number of notes being sent.</p> <p>Type <b>Ay</b> to Accept, then press the return key.</p>

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=199>