

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**)

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

Tracer Type	Enter Tracer type (press the F1 key for help).
Hospital/Unit	As this is entered on the previous page this will be carried over.
Ward/DepartmentDept	Enter the Department or Ward – if applicable (press the F1 key for help).

For Use By	Enter the username if applicable (press the F1 key for help)
Coded comment Please read the warning below	Enter any relevant comment (F1/Num Lock for help). If episodic folders are being sent back for scanning, enter P R S in this field.
Comments Please read the warning below Warning!	Free text field. Comments added in the first two comment fields will appear against every set of notes added. If nothing is entered into the first two comment fields they will appear below the Number data field. If comments are added here they will only appear against the casenote number entered.
Number	Enter the casenote number and return, ensure at this point the Hospital Number and Patient correspond.
NumberNo of VolumesVols	Enter the number of volumes you are sending. Remember to add to the Comment field the location of any volume you are not sending. If it is an episodic folder, enter 1 of 1 or F1 for help. Type Ay to Accept, then press the return key. If the comment ' notes traced to..... continue ' appears, enter Y for Yes Continue adding the casenote numbers. When you have finished check that the Number traced this

batch matches the number of notes being sent.

Type **Ay** to Accept, then press the return key.

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