Batch Tracering 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 Tracering 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 **A**dd 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	Enter any relevant comment (FI/Num
Please read the warning below	Lock for help).
	If episodic folders are being sent back
	for scanning, enter P R S in this field.
Comments	Free text field.
Please read the warning below	
Warning!	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
	tracered 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: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=199</u>