## Case NoteCasenote Tracer Pulling List

This function is to be used when you are **REQUESTING** casenotes from Medical Records.

From your main menu select PAS Case NoteCasenote Tracering Basic (MP T R B) menu select Case NoteCasenote Tracer Pulling List (H F P L).

Hospital/Unit Enter Hospital Code where the notes are required, for example **T R** for Treliske.

Hospital/Unit	Enter the Hospital code where the notes are being sent
Ward/DepartmentDept	Press the return key through this field.
For Use By	Press the return key through this field.
	Type <b>Ay</b> to Accept, then press the return key.
Type N P I for New Pulling I is	t from the screen action prompts

Type **N P L** for New Pulling List from the screen action prompts.

If a list currently exists matching the details you have entered delete the patients from the list **BEFORE** you begin to add your patient numbers.

Tracer Type	Enter the appropriate code (press the
	<b>F1</b> key for help).
	Note: To request notes for clinics DO
	NOT USE tracer type O
	(Outpatients). You MUST use D
	(Department) and add clinic code and
	date in the free text comments field.

Hospital/Unit	This will be pre-filled from the previous screen.
Ward/DepartmentDept	Enter the Ward or Department if applicable (press the <b>F1</b> key for help).
For Use By	Enter the username if applicable (press the <b>F1</b> key for help).
	<ul> <li>If the message 'A similar pulling lists already exists' appears check the request has been sent and then – DELETE the list BEFORE you continue.</li> </ul>
Coded comment	Enter any relevant comment (press the <b>F1 or Num Lock</b> keys for help).
Comments	Enter the <b>date you require</b> the notes for, or a clinic code and date if the request is for an outpatient clinic.
	<ul> <li>Type Ay to Accept, then press the return key.</li> <li>Press the return key through both Comment fields.</li> </ul>
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 hospital number of the notes you are requesting and return. Check that the correct patient is displayed.
Add	If the correct patient is displayed return over the <b>Y</b> for Yes. If not enter <b>N</b> for No and re-enter the hospital number.
	Continue to add the hospital number for all of the notes you are requesting from Medical Records.
Print	When the list is complete, return and type <b>P</b> for Print from the screen action prompts and press the return key.
Sort Order	Leave as <b>Y</b> for Yes and press the return key.
Print immediately	Enter <b>N</b> for No. Medical Records print the requests at regular intervals.
Compile immediately	Type <b>Y</b> for Yes and press the return key.
Printer group	Enter <b>T R M R</b> if the notes are on file at Treliske Medical Records or <b>W C</b> <b>M R</b> if the notes are on file at West Cornwall Medical Records.
	Type <b>Ay</b> to Accept, then press the return key.
	You will be returned to the list you have just created. This list <b>MUST</b> be deleted to prevent duplication of

 requests. Enter D E L from the screen action prompts.

 Are you sure?
 Type Y for Yes and press the return key.

 Video
 Video

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=200</u>