

# PAS Tracing - Tracer Pulling List

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## Case Note Casenote Tracer Pulling List

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

From your main menu select PAS Case Note Casenote Tracing Basic (**M P T R B**) menu select Case Note Casenote Tracer Pulling List (**H F P L**).

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

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<b>Hospital/Unit</b>	Enter the Hospital code where the notes are being sent
<b>Ward/Department Dept</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.

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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.

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<b>Tracer Type</b>	Enter the appropriate code (press the <b>F1</b> key for help). <b>Note:</b> To request notes for clinics <b>DO NOT USE</b> tracer type <b>O</b> (Outpatients). You <b>MUST</b> use <b>D</b> (Department) and add clinic code and date in the free text comments field.
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<b>Hospital/Unit</b>	This will be pre-filled from the previous screen.
<b>Ward/DepartmentDept</b>	Enter the Ward or Department 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). <ul style="list-style-type: none"><li>• If the message ‘ A similar pulling lists already exists’ appears check the request has been sent and then – <b>DELETE</b> the list <b>BEFORE</b> you continue.</li></ul>
<b>Coded comment</b>	Enter any relevant comment (press the <b>F1</b> or <b>Num Lock</b> keys for help).
<b>Comments</b>	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 style="list-style-type: none"><li>• Type <b>Ay</b> to Accept, then press the return key.</li><li>• Press the return key through both Comment fields.</li></ul>
<b>Warning!</b>	<b>Comments added in the first two comment fields will appear against every set of notes added.</b> <p>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.</p>

<b>Number</b>	Enter the hospital number of the notes you are requesting and return. Check that the correct patient is displayed.
<b>Add</b>	<p>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.</p> <p>Continue to add the hospital number for all of the notes you are requesting from Medical Records.</p>
<b>Print</b>	When the list is complete, return and type <b>P</b> for Print from the screen action prompts and press the return key.
<b>Sort Order</b>	Leave as <b>Y</b> for Yes and press the return key.
<b>Print immediately</b>	Enter <b>N</b> for No. Medical Records print the requests at regular intervals.
<b>Compile immediately</b>	Type <b>Y</b> for Yes and press the return key.
<b>Printer group</b>	<p>Enter <b>T R M R</b> if the notes are on file at Treliske Medical Records or <b>W C M R</b> if the notes are on file at West Cornwall Medical Records.</p> <p>Type <b>Ay</b> to Accept, then press the return key.</p> <p>You will be returned to the list you have just created. This list <b>MUST</b> be deleted to prevent duplication of</p>

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

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**Are you sure?**

Type **Y** for Yes and press the return key.

Video

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