

PAS Tracing - Tracer Pulling List

Case Note Casenote Tracer Pulling List

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.

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

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 F1 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/Department Dept	Enter the Ward or Department if applicable (press the F1 key for help).
For Use By	Enter the username if applicable (press the F1 key for help). <ul style="list-style-type: none">• If the message ‘ A similar pulling lists already exists’ appears check the request has been sent and then – DELETE the list BEFORE you continue.
Coded comment	Enter any relevant comment (press the F1 or

Num Lock keys for help).

Comments

Enter the **date you require** the notes for, or a clinic code and date if the request is for an outpatient clinic.

- Type **Ay** to Accept, then press the return key.
- Press the return key through both Comment fields.

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 **Y** for Yes. If not enter **N** 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 **P** for Print from the screen action prompts and press the return key.

Sort Order

Leave as **Y** for Yes and press the return key.

Print immediately

Enter **N** for No. Medical Records print the requests at regular intervals.

Compile immediately

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

Printer group

Enter **T R M R** if the notes are on file at Treliste Medical Records or **W C M R** if the notes are on file at West Cornwall Medical Records.

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

You will be returned to the list you have just created. This list **MUST** be deleted to prevent duplication of requests. Enter **DEL** from the screen action prompts.

Are you sure?

Video

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

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