

PAS Tracing - Temporary Folders

Temporary Folders

If you are tracing or have raised a Temporary Folder the comment **T F** **MUST** be entered into the first comments field and **1 of 1** in the **NumberNo of VolumesVols** field. Where **T F** is entered in the first Comments field no further entry regarding volumes is required in the second Comments field, unless there are multiple Temporary Folders in existence.

HFPTR	PATIENT TRACER RECORDINGS			CACHÉ TESTRI
	RCHT Casenote Tracing			
Current name: PARSON, ADAM	Address: 2 NANTERROW LANE CONNOR DOWNS HAYLE TR		DOB: 01-JUN-1994	Sex: M W
CR C024349 (C)	Tracer date Hosp/Unit	Department	For use by	
+ 15-JUL-2018	RCH TRELISKE 10F1	TR CARNKIE WARD	BARSJ-DR S.J. BARTON	
20-JUL-2018	RCH TRELISKE 10F1	CDC PEN ANNEXE X3726	ALEXANBE-MS B. ALEXANDER	
21-JUL-2018	FALMOUTH 10F1 Temporary Folder	Outpatients	PARSW/4F 24-JUL-2018	

eXit/create Tracer/Change CoMment []

If the main notes are traced whilst a Temporary Folder is in circulation then the comment **Main Notes (M N)** **MUST** be recorded in first comments field, until such time that the two sets of casenotes are amalgamated.

Note the comment Main Notes must only be used if the Temporary Folder is still in circulation

An example of the tracer types recorded may be:

- Temporary Folder raised and sent to an outpatient clinic.
- Main Notes sent to the outpatient clinic.
- Temporary Folder and Main Notes have been amalgamated.

HFPTR		PATIENT TRACER RECORDINGS		CACHÉ TESTRI	
		RCHT Casenote Tracering			
Current name: PARSON, ADAM		DOB: 01-JUN-1994		Sex: M W	
CR C024349 (C) Address:		2 NANTERROW LANE CONNOR DOWNS HAYLE TR			
Tracer date Hosp/Unit		Department		For use by	
+ 21-JUL-2018	FALMOUTH	Outpatients	PARSW/4F	24-JUL-2018	
	10F1 Temporary Folder				
17-AUG-2018	FALMOUTH	Outpatients	PARSW/4F	24-JUL-2018	
	10F1 Main Notes				
17-AUG-2018	FALMOUTH	Outpatients	PARSW/4F	24-JUL-2018	
	10F1 Temporary Folder Amalgamated				

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Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=202>