

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			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		+
+ 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 10F1 Temporary Folder	Outpatients	PARSW/4F	24-JUL-2018
17-AUG-2018	FALMOUTH 10F1 Main Notes	Outpatients	PARSW/4F	24-JUL-2018
17-AUG-2018	FALMOUTH 10F1 Temporary Folder Amalgamated	Outpatients	PARSW/4F	24-JUL-2018

exit/create Tracer/Change CoMment []

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