Royal United Hospital Bath NHS
NHS Trust

Mini Manual

Clinical Coding Staff

Casenotes

1. **View Casenotes Location & History**
2. **Track Single Casenotes**
3. **Batch Track Casenotes**
4. **Close HIM Tracking**
5. **Business Rules**

Support available:

Please contact your local Champion User

Service Desk:

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RUH

CERNER

BT
Bringing it all together

Date: 02/11/2011 Version: 1.0

View Location & Track Notes

1. View Location and History

Step 1. Login to Cerner Millennium and **HIM Tracking**

Step 2. Scan the **Tracking ID** into the **Tracking ID** field at top right of the screen

Or click **Find Patient** icon on the toolbar. Enter MRN or other criteria. Search, click on patient, OK.

Result: A list of the patient's media, volumes and encounters is displayed.

Current Location: this is recorded in the right pane

Step 3. **Double click the Main media folder** in the right pane to display the history. The most recent location is at the top.

Step 4. **Double click on a location** to condense the folder again.

2. Track Single Casenotes

Step 1. Login to **HIM Tracking** and open the **patient record** as above.

Step 2. **Right-click the volume** in the right pane that you wish to track.

Step 3. Click '**Update Location for Selected Records**'

Step 4. Click the **Location View** arrow and select the location you wish to track the notes to.

Note: If you regularly search within the same location, you can check the **Set as Default View** check-box to have that location appear at the top of any future lists of location search results.

Step 5. Click **OK**

Result: The current location has been updated.

File path:

Batch Track Casenotes

3. Batch Track Casenotes

Step 1. Login to **HIM Tracking**

Step 2. From the toolbar click the **Record Location Batch Update icon**

Step 3. On the **Side Bar** select the **Facility**

Step 4. Click the drop down arrow and select the **Tracking Records Location** (where you want to track the notes to)

Step 5. Click within **Tracking ID** box (in the top right of the window)

Step 6. **Scan the first barcode** (or type it manually) into the **Tracking ID box**. Press the **Enter** key.

Step 7. Repeat with each barcode.

Note: All casenotes will be tracked to **Medical Records Dept.** after coding.

Caution: **Ensure you are tracking the correct notes. You cannot delete a tracking once saved. To remove a patient from the list, highlight it in the left-hand pane and click the Remove** **icon.**

Step 8. When all the record numbers have been entered click the **Save** icon.

Step 9. **Exit** the Batch Record Location Update Mode by clicking the **Record Location Batch Update** icon.

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4. Close HIM Tracking

Step 1. To close each application click the **Exit** icon on the toolbar

Or the **Task Menu, Exit.**

If you use the corner cross to close the application your settings will be lost.

Caution: To exit Click the Exit Icon.

Or Task, Exit

Business Rules

1. **Coding for inpatients** will be completed via use of the **Task Queue.**
2. **Coding not able to be completed** will be updated with an appropriate on-hold reason.
3. **Discharge summary** to be completed prior to Patient discharge and available for use by Coding Dept.
4. **All Case Notes** will be forwarded to **Medical Records Dept**. after Coding.