**RUH**     Royal United Hospital Bath **NHS**

NHS Trust

<span style="color:red">**For the attention of all Staff creating Temporary Case Note folders**
**Creating Case Notes can only be performed by authorised areas and users.**</span>

## Creation of Temporary Case Note folders

- Every effort should be made to file paperwork relating to a patient within their Main Case Note.

- Creation of Temporary/Buff folders should be an **exception.**

- Any Temporary/Buff folder made **MUST** be created and Tracked on Millennium especially if moving location. If not critical information about a Patient may be lost.

- Creation of high numbers of Temporary/Buff folders impacts Case Note retrieval and therefore information availability for **Patient Care** and Coding.

- If the patient already has a Temporary/Buff folder on Millennium it should be used. Do not create multiple Temporary/Buff folders especially in the same location.

Multiple folder types have been created on Millennium to help users. By creating and tracking these properly you are providing information to other staff within the Trust about what information exists about a patient and where it is should they need it.

Folder Types include:

| | |
|---|---|
| **MAIN:** | *Main Folders, Created by Medical Records Dept.* |
| **TEMPORARY:** | *Purple Folders, Created by Medical Records Dept.* |
| **EMER TEMP:** | *Red/White/Buff folders, created by Wards for Emergency Admissions.* |
| **ENT CAS:** | *Yellow Folders for ENT Casualty Clinic* |
| **EYE CAS:** | *Green Folders for Eye Casualty Clinic* |
| **EPAC/GEAC:** | *Pink Folders created by Gynaecology.* |

- If Main Notes have not arrived contact a Medical Records Assistant to ascertain Case Note status.

- In order to create a folder on Millennium you need the Medical Records Role. Call the Millennium Team x1692 if you feel you need this role added to your smartcard.

- Printing Barcodes for folders can be done by anyone with a barcode printer, if you can't produce a barcode label use the **'Single Tracking'** method to track Case Notes.

- Guides are available online showing how to create and remove Case Notes on Millennium.

<span style="color:red">**Please Track and Send ALL Case Notes to 'Coding in Transit' after Discharge**</span>

*If you have any queries or questions call IT Dept. on x5444*
*Training materials, FAQs, Mini Manuals, E-learning are all available through the Intranet.*