



Mini Manual

Patient Locate and Casenote Tracking (Part 4 of 4)

1. **Batch Tracking**
2. **Business Rules**

Support available:

Please contact your local Champion User

Service Desk:

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RUH



Bringing it all together

Batch Tracking

1. Batch Notes Tracking

Step 1. Click the **Record Location Batch Update**  icon.

The **Profile: Tracking** dialog window opens.

Under **Facility:**

Step 2. Select **Royal United Hospital**.

On the **Side Bar** menu:

Step 3. Select the appropriate **Records Location** view.

Step 4. Select **Location**.

Step 5. Click within **Tracking ID** field.

Step 6. Scan the first barcode and so on until all casenotes have been scanned. Tracking ID can be entered manually if necessary.

Note: If incorrect casenotes scanned highlight the relevant record in the lefthand pane and select **Remove Chart**  icon.

Step 7. Click the **Save**  icon. (**Note:** You cannot delete a tracking entry once it has been saved)

Result: All casenotes have been removed from screen and have been tracked accordingly.

Result: To exit the **Batch Record Location Update Mode** click the **Record Location Batch Update**  icon.

Business Rules

Business Rules

1. Ensure that you have identified the correct patient before proceeding to add anything to their record. (Check spellings of names, Dates of Birth, Post codes, addresses, MRNs, ordering of first/surnames, patient aliases, spellings, etc.)
2. If in doubt, ask the patient to confirm their details, name spelling, etc. before continuing
3. Ensure that you have identified the correct patient before proceeding to add anything to their record. (Check spellings of names, Dates of Birth, Post codes, addresses, MRNs, ordering of first/surnames, patient aliases, spellings, etc.)
4. Any confidential waste generated (EG: Faxes, printed e-mails, printed data from the clinical systems, etc) should be disposed of securely using confidential waste.