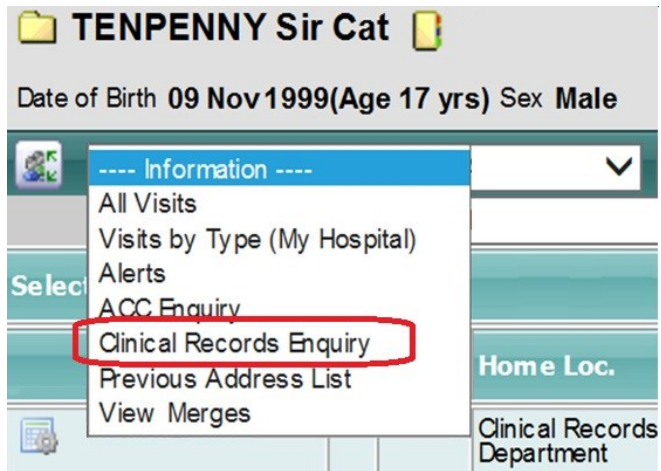


Tip! 5 Some tips

You can also view [clinical records enquiry](#) screen from the [information tab](#) at the patient level



To view the movement history for the clinical record.

Open the clinical records enquiry.

Click on the icon in the first column



Movement Date	Due Date	Location	Requested By	Reason	Moved by User
21 Dec 2016 at 13:15:03	22 Dec 2016	(AWG)Medical Outpatients	Dr x	Drop In	Louise Miller
21 Dec 2016 at 13:14:44	26 Dec 2016	(AWG) Clinical Records Department	Louise Miller	Post Discharge Processing	Louise Miller

The Medical Records Enquiry Screen opens.

The movements are listed in date order, with the most recent movement first

6 Handy Hints

- Pressing the **SPACEBAR** ticks the currently selected checkbox.
- Pressing the **Tab button** moves you from one field to the next in the correct order of data entry.
- In a drop-down list, **typing the first letter** of the item you want selects the first item in the list with that letter. Repeatedly pressing the same key moves the selection down the list.
- Pressing **F5** refreshes the screen.
- Pressing **Ctrl+N** opens a second window, so you can use two different parts of webPAS on different screens
- Pressing **Ctrl+K** opens a second tab, enabling you to use two different parts webPAS.
- On **Date fields** entering the **Day only** of the Date will default the rest of the Date to the current Month and Year, e.g. entering '24' in February 2017 will default the Date field to '24 Feb 2017'.
- On **Date fields** entering the **Day and Month** with a space between them will default the



NDHB WebPAS

Clinicians Group



Clinical Records Tracking



For more information contact:

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Phone: extension 3101




1 Find Patient

Using the ward list or a NHI search;
Find and open your patient.

- 1 The Patient Level opens to the **Patient Banner** (the grey section).
- 2 Below the patient banner is the patient level menu (the dark green section)



2 Does the patient have a clinical record?

 This is the clinical record icon
This will only display if the patient has a clinical record



3 Track Clinical Records

- 1 Click the **Clinical Record icon**
- 2 The **Medical Record Master Enquiry** displays.

You can see the **home location** (1) and the **current location** (2) of all records for that patient

Document Type	Vol	Hosp	Home Loc.	Current Location	Status
Clinical Record	1	Whang	Clinical Records Department	(AWG) Clinical Records Department	Current Volume



See pamphlet 2 for NHI search instructions



You can only track clinical records if the patient has a clinical record created in webPAS..



In webPAS, to track a clinical record is called **Move clinical Record**

Document Type	Home Location	Volume	Current Location	Status	Required
Clinical Record	(AWG) Clinical Records Department	1	(AWG) Clinical Records Department	Current Volume	<input checked="" type="checkbox"/>

Track Clinical records Continued

- 3 Click on the **Actions Tab** in the **Patient Level Menu** to open the **Clinical Records Tracking Screen**

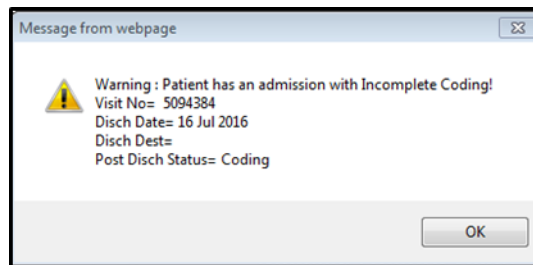


- 4 Complete the fields and click on **Move**



When tracking a patient's clinical record the warning message below may appear.

If records are being returned to Clinical Records you should track them to **Clinical Coding** instead.



- 1 Change this to the clinician's name if the movement request (person tracking to) request is not yourself.

- 2 The time you opened this view will default in. Click the **stop-watch** to enter the time right now, or the **clock** to enter another time.

- 3 The current date will default in.

- 4 Add free text comments

Tip! You can revisit the clinical records enquiry screen to check that the current location has changed.