



The Manual Record Tracking functionality within the CarePlus Child Health System provides a record of requested, sent and received paper notes for a child. The system details the actions which are then followed up by a telephone liaison to inform the receiver of the action.

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Recording Manual Record Tracking

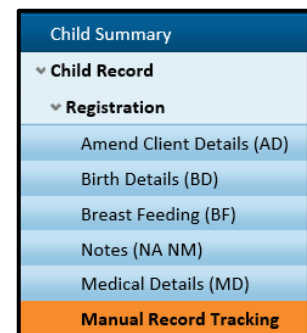
Search for the Patient

Access the MRT screen via the icon on the blue banner bar. This will only be visible if there is currently manual record tracking added on this record.

- Click 

Alternatively, access via the Menu options:


- Click **Child Record>Registration>Manual Record Tracking**



Manual Records screen displays:

- Click **New Action** (located bottom left of screen)

Complete the fields as follows:

- Record Date Key in date
- Record Type Click 

The Code Look box displays showing 17 codes have been found

Enter the type of record in the DESC field - in this example we have typed Buff (abbreviation for Buff Folder)

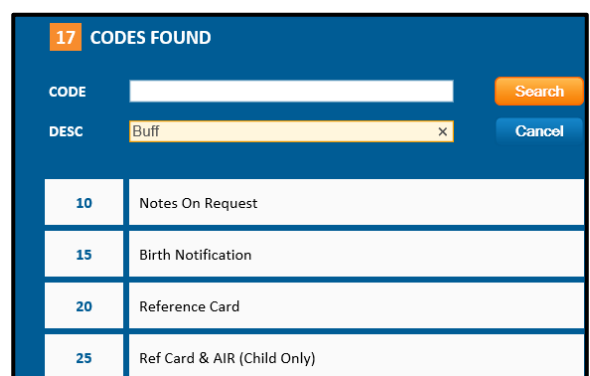
- Click **Search**

One code matching Buff Folder has been returned

- Click **56**

Buff Folder is entered alongside the Record Type field

- Action Select from the drop down options
- Staff/Facility Type Click 



Manual Record Tracking

The Code Look Up box displays, as before enter the Staff/Facility type in the DESC field eg Clinic

- Click 

One code matching Clinic has been returned

- Click 

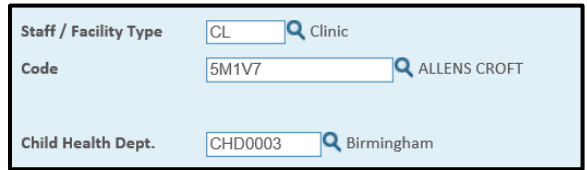
Clinic is entered alongside the Code field

Continue to complete Code, Child Health Dept using the same method as before

- Enter any comments in the free text box

- Click 

The MRT icon now displays on the Blue Banner Bar




Staff / Facility Type	CL	🔍 Clinic
Code	5M1V7	🔍 ALLENS CROFT
Child Health Dept.	CHD0003	🔍 Birmingham

Please dispatch the Buff folder to the Child In Care Team at St Stephens. |

Viewing the MRT Entry

- Click 

The MRT entry is now visible on the screen

Record Date	Record Type	Action	To/From	Comment
 > 24/06/2022	Buff Folder	Request From	ALLENS CROFT, Birmingham	Please dispatch the Buff folder to the Child In Care Team at St Stephens

Opening the MRT Entry

- Click 
- Click  to close

Viewing the Actioner

The Actioner is the person who recorded the MRT Entry

- Click 

The Actioner's name now displays

 Actioner: JANICE PETITT

Manual Record Tracking

Filtering MRT Entries

There may be many entries on a child's record. The filtering located at the top of the MRT screen allows you to filter on Record Type, Action or From Date, or even all three criteria if required.

I want to filter so that I can see **all activities recorded for Record Type of Buff Folder**

- Record Type Click 



Enter the type of record in the DESC field - in this example we have typed Buff (abbreviation for Buff Folder)

- Click 

One code matching Buff Folder has been returned

- Click



Buff Folder is entered alongside the Record Type field

- Click 

Results show all activities pertaining to the Record Type of Buff Folder

Record Date	Record Type	Action	To/From	Comment
24/06/2022	Buff Folder	Request From	ALLENS CROFT	Please dispatch the Buff foldre to the Child in Care Team at St Stephens
17/05/2016	Buff Folder	Request From	ALLENS CROFT	Please supply the above asap
02/05/2016	Buff Folder	Received From	MERE GREEN CLINIC	
04/04/2016	Buff Folder	Request From	CHARLOTTE RD H/C	please dispatch records as soon as possible.

Removing Filter

- Record Type Delete Entry

- Click 

- All entries are now displayed