

PAS Outpatients - Clinic Enquiry

Clinic Enquiry

This function will allow you to select and view the status of a particular clinic e.g. how many patients are booked, available slots and view any session messages.

From the PAS OP BASIC MENU (**M P O B**) select CLINIC ENQUIRY (**H O C E**).

Enter the **Diary Code** of the clinic you wish to view. If you are unsure of the diary code type the first 3 letters of the Consultants surname then press the **F1** key to give you a list of diary codes for the hospital.

Enter the date of the clinic you wish to view. This can be entered in any of the following ways:

T or **Return** for **Today**.

T=1 D (Days), **T=1 W** (Weeks), **T=1 M** (Months), **T=1 Y** (Years) for a date in the future.

T, minus-1 D (Days), **T, minus-1 W** (Weeks), **T, minus-1 M** (Months), **T, minus-1 Y** (Years) for a date in the past.

Y for Yesterday.

Or by entering a date required e.g. 0 7 1 2 2 0.

Your screen will display 3 clinic dates, - any '**Session Messages**' will be displayed on this screen, for example Cancelled.

Select the date you wish to view.

If the date you choose is in the **future** you will be offered 3 options:

1. Follow-up
2. New
3. Follow-up/New.

Select the option you wish to view, you will then be taken to the "**Display Session**" screen. Slot codes are explained in the Clinic slot codes guide, [PAS Outpatients - Clinic slot codes](#)

```
HDDE1                DISPLAY SESSION                CACHE TEST PTP

MR M.W. REGAN R G TU PM ORTHOPAEDIC TUESDAY 06-NOV-2018
Active

1 13:30 F
2      R
3 13:45 F
4      R
5 14:00 F
6      R
7 14:15 F
8      R
9 14:30 F
10     R
11 14:45 F
12+   R

eXit/select line/Change/Reserve Slot/Reserve Overbook slot/Other [  ]
```

In example above + next to the line/slot number indicates later time slots to view. To scroll down, press the **Ctrl F3** keys.

```
1+14:45 R
2 15:00 F
3      R
4 15:15 F
5      R
6 15:30 F
7      R
8 15:45 F
9      R
10 16:00 F
11     R
12+16:15 F
```

In example above, note two plus + signs, this indicates time slots earlier and later are available to view. Press the **Ctrl F3** keys to scroll down, press the **Ctrl F2** keys to scroll up.

If you select a clinic in the past it will display attendance and outcome for appointments.

```

HDDE5          POST CLINIC ENQUIRY          CACHÉ TEST PTP
MR M.W. REGAN  R G TU PM ORTHOPAEDIC      TUESDAY 09-OCT-2018
Active

Time          Name          Number          Att.          Outcome          CAB?
-----
1. 13:30 F    BENNETT A      CR C000123      Yes           Dischar         N
2. 13:45 F    BENNETT D      CR C000124      Yes           Dischar         N
3. 14:00 F    BENNION E      CR C000125      Yes           A.Repts        N

select number/eXit          [  ]

```

#If you wish to view both future and past clinics, you **must** select a future clinic to allow you to move between future and past clinics. Use the **P g D n**, **P g U p** keys to navigate between each session.

Video Option

Your browser does not support the HTML5 Video element.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=109>