

# PAS Outpatients - Clinic Enquiry

## Clinic Enquiry

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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                CACHÉ TESTPTP

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.

```

HDDES                    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>