PAS Outpatients - Adding Patient Referrals to a New Pending List

Adding Patient Referrals to a New Pending List

From the OP Basic (**M P O B**) menu select Book Appointment from RI (**H R I P S**) and search for the patient.

If you have completed a thorough search and cannot find the patient follow the procedure to register the patient, <u>open the Register the patient page for</u> <u>more information.</u>

If the patient is on PAS ensure the details are correct and update if required.

It is vital that the correct address and GP details are entered on PAS to ensure the patient receives the appointment details and the GP receives all correspondence regarding their patient.

From the screen action prompts type \mathbf{O} for Other and press the return key, then type $\mathbf{P} \in \mathbf{N}$ for Pending List and again press the return key. The Pending List Enquiry screen will be displayed and will require updating with the appropriate information.

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HOBA BOOK PENDING LIST ENTRY CACHÉ TESTPTP			
Current name: SMITH, ALISON DOB: 15-JUN-1945 Sex: F			
Address : 7 WHEATFIELD CRESCENT NEWQUAY CORNWALL TR7 2JG			
4 Usersitel Muslers C. D. Muslerst COZOOZO Connect OFV2			
I. HOSPITAL NUMBER C.K. NUMBER: CUSUU/9 CORRECT (11)			
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13. Source of Attendance []			
14. Jupe of Referrer []			
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Accept/eXit/Change/Contract Screen/Other []			
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Consultant, - Enter the consultant code the patient has been referred to.

Specialty, - Should default. However, if the consultant has more than one specialty, press the **F1** key and select the appropriate option.

The remainder of the screen should be completed as described within Booking a New Appointment and continue from "Urgency", <u>PAS Outpatients -</u> <u>Booking a New Appointment</u>

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=110</u>