

PAS Outpatients - Adding Patient Referrals to a New Pending List

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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, [open the Register the patient page for more information.](#)

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 **O** for Other and press the return key, then type **P E 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.

The screenshot shows a terminal window titled 'CORETRAIN - CRT' with a menu bar (File, Edit, View, Tools, Properties, Connection, Window, Help) and a toolbar. The main window displays the 'BOOK PENDING LIST ENTRY' screen for patient 'SMITH, ALISON'. The patient's details are: Address: 7 WHEATFIELD CRESCENT NEWQUAY CORNWALL TR7 2JG, DOB: 15-JUN-1945, Sex: F. The screen lists various fields for input, including Hospital Number, Consultant, Specialty, Urgency, Reason for Referral, Care Stage, Admin Category, Category of Detention, Remarks, Services, Source of Attendance, Type of Referrer, Actual Referrer Code, Date Request Received, and Actual Referral Date. The 'C.R. Number' is C030079. The screen also shows 'Correct ?[Y]', '6. BTyp []', and 'Pathway Id:'. The bottom of the screen shows the Windows taskbar with the time 08:53 and date 30/10/2020.

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", [PAS Outpatients - Booking a New Appointment](#)

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