PAS Outpatients - Amending/Adding Information to a Pending List Entry

Amending/Adding Information to a Pending List Entry

From the menu select Maintain Joint Pending List (**H O M J P**) and complete the screen as required.

From the list displayed highlight the relevant patient and then select the Change screen action prompt.

The Pending List entry will be displayed. Using the Change prompt add or amend the details as required. Type **C** plus the data field number if you require a specific field for example **C 1 1** then press the return key.

Once amended type **Ay** and press the return key to Accept any changes.

Type **X** and press the return key to return to the Pending list.

You can also amend a Pending List entry via the Outpatient Search (**H O P S**) screen in the same way you would amend an appointment.