

# PAS Outpatients - Amending Appointment Details

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## Amending Appointment Details

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This will allow you to amend the details of an existing appointment or add in a comment to an appointment.

From your menu select Outpatient Search (**H O P S**).

Enter the CR Number or Patient Details to search for the patient.

To enable you to amend the appointment details you need to see the appointments available in order to amend the correct one.

Type **Ay P P** from the screen action prompts at the bottom of the screen and press the return key. You will be taken to the "Appointments" screen which will display outstanding and past appointments.

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CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HOPS          APPOINTMENTS          CACHÉ TEST PTP
SMITH, BOB
C.R. Number   : C015638
Last Attendances
1 02-SEP-2020 REGMW/6CT      R G WE PM REGAN      Att  A,Repts
2 08-SEP-2020 REGMW/4CC      R G TU PM ORTHOPAEDIC Att  A,Repts

Outstanding Appointments
3 15-FEB-2021 REGMW/6CT      R G WE PM REGAN      F/U  0900
4 10-SEP-2020 SMIPE/7C      R G TH AM NEUROLOGY  New  0920
5 22-SEP-2020 MCLBN/6T      R G TU PM NEUROLOGY  F/U  1400

eXit/Other Appts/Display appt/Book New appt/Book Follow up/Other [ ]

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If the appointment is not visible then use type **O Ay** for Other Appointments and press the return key to view more.

Type **D Y** for Display Appointment, plus the line number of the appointment you wish to amend, for example **D Y 4** and press the return key. The "Change New Appointment" screen will then be displayed.

Type **C** for Change, press the return key and add/amend the details as required. Alternatively type **C** plus the data field number then press the return key to go to a specific field e.g. **C 1 1**.

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=113>