

PAS Outpatients - Amending Appointment Details

Amending Appointment Details

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.

The screenshot shows the CORETRAIN - CRT application window. The title bar includes 'CORETRAIN - CRT' and standard window controls. The menu bar contains 'File', 'Edit', 'View', 'Tools', 'Properties', 'Connection', 'Window', and 'Help'. The main window area is titled 'HOPS APPOINTMENTS' and 'CACHE TEST PTP'. It displays patient information for 'SMITH, BOB' with C.R. Number 'C015638'. Below this, there are two sections: 'Last Attendances' and 'Outstanding Appointments'. The 'Last Attendances' section shows two entries: 1) 02-SEP-2020 at REGMW/6CT, R G WE PM REGAN, Att A, Repts; 2) 08-SEP-2020 at REGMW/4CC, R G TU PM ORTHOPAEDIC, Att A, Repts. The 'Outstanding Appointments' section shows three entries: 3) 15-FEB-2021 at REGMW/6CT, R G WE PM REGAN, F/U 0900; 4) 10-SEP-2020 at SMIFE/7C, R G TH AM NEUROLOGY, New 0920; 5) 22-SEP-2020 at MCLBN/6T, R G TU PM NEUROLOGY, F/U 1400. At the bottom of the screen, there is a prompt: 'eXit/Other Appts/Display appt/Book New appt/Book Follow up/Other []'. The Windows taskbar at the bottom shows the system tray with the time 11:27 and date 28/10/2020.

| 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 SMIFE/7C R G TH AM NEUROLOGY New 0920 |
| 5 | 22-SEP-2020 MCLBN/6T R G TU PM NEUROLOGY F/U 1400 |

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>