PAS Outpatients - Amending the RTT / Doctors Office Clock Stop

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From the **OP BASIC MENU** select Outpatient Search **H O P S**.

Enter the **C R** Number or Patient Details to search for the patient.

Type **Ay P P** for Appointments and press the return key from the prompts.

Type **D Y** for Display Appointment plus the line number of the appointment you wish to amend, for example D Y 5 and press the return key. The "Clinic Reception" screen will then be displayed.

Type **Ay** and press the return key to accept and the Local RTT Outcome code will be displayed.

Press the return key to return through "Local RTT Code", or amend the field if neccessary.

Date, – this will default to the date of the clinic.

Related RTT Outcome, - this field is completed, where appropriate, by the consultant's administrator only.

Date, - enter the date of the clinician's decision, then press the return key.

Type **Ay** and press the return key to accept the RTT code.