PAS Outpatient - Booking a Follow-Up Appointment from the Pending List entry from Outpatient Search

Booking a Follow-Up Appointment from the Pending List entry from Outpatient Search (H O P S)

Select Outpatient Search (**H O P S**) from the menu and enter the patient number.

From the screen action prompts type **A P P** and press the return key.

A list of outstanding appointments and Pending List entries will be seen.

If the pending list entry you require is not showing type **O A** for Other A p p t and press the return key, the screen will the display more appointments/pending list entries, if any.

Type O for other and press the return key until the screen action prompt **Book from Pending** appears.

To book the appointment type **B P** plus the line number of the appropriate entry e.g. B P 6, then press the return key.

Continue to make the appointment in the usual way.