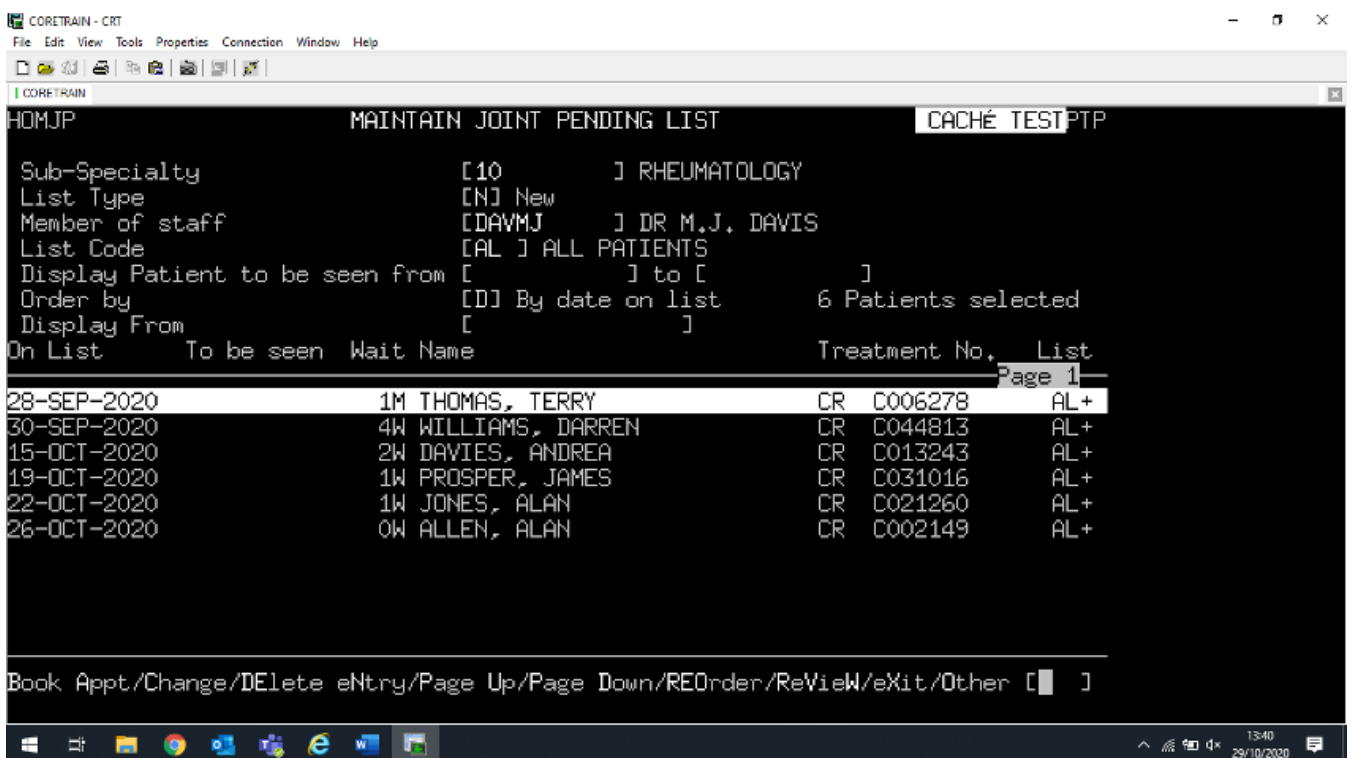


PAS Outpatients - Booking an Appointment from the Pending List

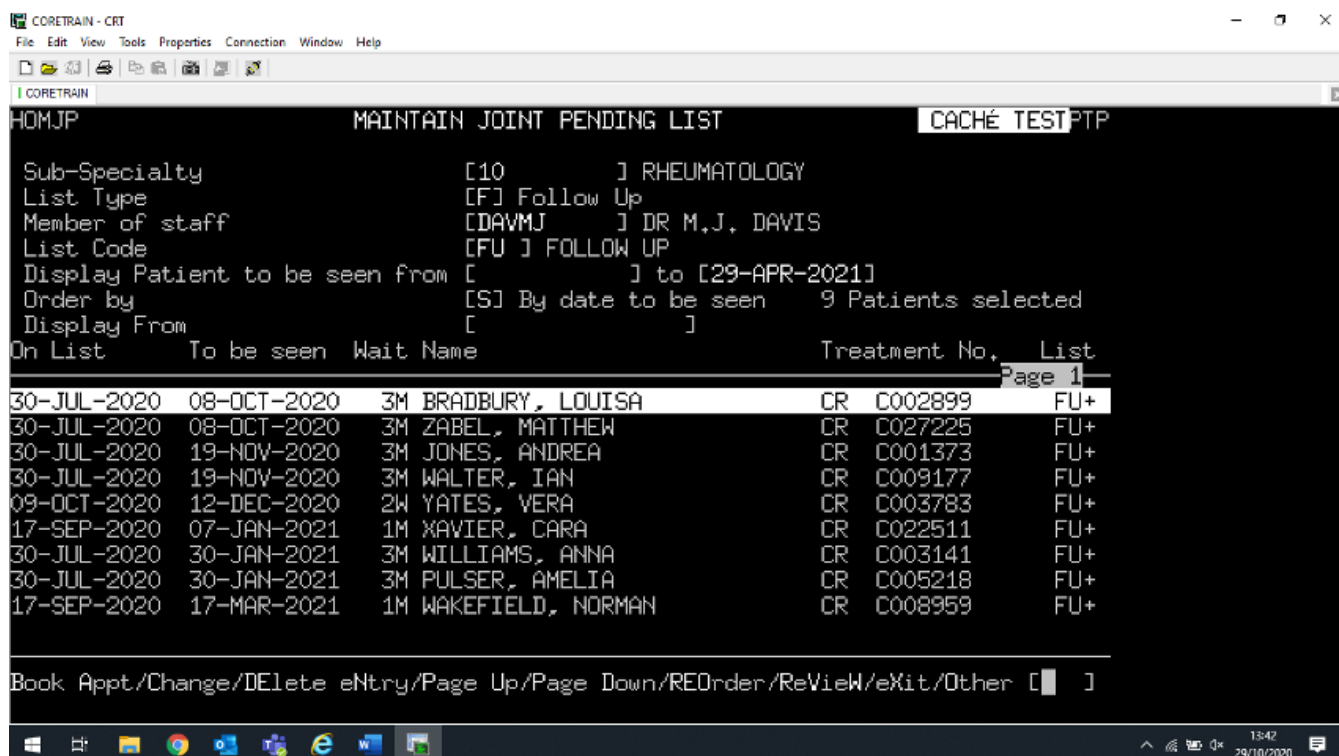
Booking an Appointment from the Pending List

From the menu select Maintain Joint Pending List (H O M J P) and enter the relevant information for:

The New Pending list.



Or the Follow-up Pending List



Sub-Specialty ,- Type the Specialty Code and press the return key, or press the **F1** key for help.

List Type ,- Enter **N** for New or **F** for Follow-Up

Member of Staff, - Type the Consultants code and press the return key, or press the **F1** key for help.

List Code, - Press the **F1** key to will display all the codes available – select the appropriate code.

If you have entered the List Type of **N** for New, the **Display Patients to be seen from/to** field will be by-passed.

If you have entered the List Type of **F** for Follow-up you can enter the From dates/To dates.

Order by, - press the **F1** key for the codes.

New Pending lists should be displayed By Date on List as this will show the patients waiting times in chronological order.

Follow-up Pending lists should be displayed by Date to be seen as this will show the dates the patients need to be seen.

Display From, - This field should be left blank if you wish to see all patients on the selected list. A date can be entered if required.

A list of all patients matching the criteria entered above will be shown.

- Highlight the appropriate patient using the up and down arrow keys.
- Type **B A** for Book App from the screen action prompts and press the return key to book the appointment.
- You can also book an appointment to a different consultant within the same specialty if this facility has been enabled.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=118>