

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.

Sub-Specialty [10] RHEUMATOLOGY
List Type [N] New
Member of staff [DAVMJ] DR M.J. DAVIS
List Code [AL] ALL PATIENTS
Display Patient to be seen from [] to []
Order by [D] By date on list 6 Patients selected
Display From []
On List To be seen Wait Name Treatment No. List

On List	To be seen	Wait Name	Treatment No.	List
28-SEP-2020	1M	THOMAS, TERRY	CR C006278	AL+
30-SEP-2020	4W	WILLIAMS, DARREN	CR C044813	AL+
15-OCT-2020	2W	DAVIES, ANDREA	CR C013243	AL+
19-OCT-2020	1W	PROSPER, JAMES	CR C031016	AL+
22-OCT-2020	1W	JONES, ALAN	CR C021260	AL+
26-OCT-2020	0W	ALLEN, ALAN	CR C002149	AL+

Book Appt./Change/DElete eNtry/Page Up/Page Down/REOrder/ReVieW/eXit/Other []

Or the **Follow-up Pending** List

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CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HOMJP          MAINTAIN JOINT PENDING LIST          CACHÉ TESTPTP

Sub-Specialty      [10      ] RHEUMATOLOGY
List Type          [F] Follow Up
Member of staff    [DAVMJ   ] DR M.J. DAVIS
List Code          [FU ] FOLLOW UP
Display Patient to be seen from [      ] to [29-APR-2021]
Order by           [S] By date to be seen   9 Patients selected
Display From       [      ]

On List      To be seen      Wait Name      Treatment No., List
Page 1
30-JUL-2020  08-OCT-2020  3M BRADBURY, LOUISA      CR C002899  FU+
30-JUL-2020  08-OCT-2020  3M ZABEL, MATTHEW       CR C027225  FU+
30-JUL-2020  19-NOV-2020  3M JONES, ANDREA        CR C001373  FU+
30-JUL-2020  19-NOV-2020  3M WALTER, IAN          CR C009177  FU+
09-OCT-2020  12-DEC-2020  2W YATES, VERA          CR C003783  FU+
17-SEP-2020  07-JAN-2021  1M XAVIER, CARA         CR C022511  FU+
30-JUL-2020  30-JAN-2021  3M WILLIAMS, ANNA       CR C003141  FU+
30-JUL-2020  30-JAN-2021  3M PULSER, AMELIA       CR C005218  FU+
17-SEP-2020  17-MAR-2021  1M WAKEFIELD, NORMAN    CR C008959  FU+

Book Appt/Change/DElete eNtry/Page Up/Page Down/REOrder/ReView/eXit/Other [ ] ]

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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>