

# 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.

CORETRAIN - CRT

File Edit View Tools Properties Connection Window Help

CORETRAIN

HOMJP MAINTAIN JOINT PENDING LIST CACHÉ TESTPTP

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

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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+

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13:40 29/10/2020

Or the **Follow-up Pending** List

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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
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 [ ] ]

**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>