PAS Outpatients - Booking an appointment from a Pending list entry from Outpatient Search (HOPS)

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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 Appt and press the return key, this will display more entries. If no more entries are available a message will display at the bottom of the screen "No other appointments"

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, for example BP6, then press the return key.

Continue to make the appointment.

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=120