PAS Outpatients - Compiling Clinic Attendance Lists

Compiling Clinic Attendance Lists

This print will display a clinic as it appears on the Clinic Enquiry screen. The start and end dates are usually the same unless otherwise instructed.

From the menu select PAS OP BASIC PRINTS (**M P O P B**) and then Clinic Attendance List (**H O C A**).

Start Date, - Enter the date of the clinic then press the return key.

End Date, - Enter the end date, this is generally the same date as above, then press the return key.

Organisation, - Type the location code where the clinic is being held, for example F Ay for Falmouth (the location code will appear in the window at the bottom of the screen) and Return, then press the return key again.

Diary Code, - Enter the dairy code/s for the clinic, for example P Ay R S W / 4 F – multiple entries can be made, then press the return key.

Within next field you can specify if you want to print only new or follow up appointments. It is usual to ask for new/follow up combine (NFC). Press the Enter or Return keys.

Compile immediately, - Type **Y** for yes and then press the return key.

Printer group, - Type the printer code then press the return key. This will vary for each location, contact your manager if you are unsure of the printer code.

Number of copies, - Enter the number of copies required, press the return key.

Type **Ay** and press the return key to Accept any changes.

This print will be sent to the PAS Spoolfile