PAS Outpatients - Cross Hospital Booking
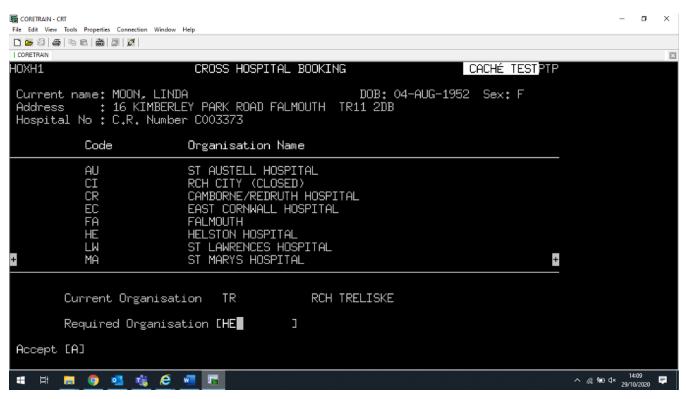
Cross Hospital Booking

This function allows the user to book appointments at different locations without having to swap out of their current organisation.

Select Cross Hospital Booking (**H O X H**) from the menu and enter the patient hospital number.

The Patient Main Details screen will be displayed and the code **B N** for Book New will automatically default at the bottom of the screen – remember change to **BF** for book Follow Up if necessary.

Press the return key.

The next screen will display all of the hospitals to which you have access.

If you do not have all of hospitals you need, please contact IT Support on 0 1 2 0 9 8 8 1 7 1 7.

Enter the code of the hospital at which you wish to book the appointment e.g. HE, return and Type **Ay** and press the return key to Accept any changes.

Continue to book the appointment.

REMEMBER to **start** the Pathway ID, PAS Inpatient - Starting and Linking a Pathway ID