

# PAS Outpatients - Record Outpatient Arrival

## Record Outpatient Arrival

NOTE: When patients arrive at reception for their appointment, their arrival time **MUST** be recorded on PAS. This is to ensure the Trust receives payment from the K C C G.

From the **OP BASIC MENU** select Record Outpatient Arrival (**H O A R**) and enter the patient number or details to search for the patient.

Once in the patient main details screen **A** to accept if patient details are correct. You will then be taken to the Patient Tertiary Details Screen, PAS Patient Registration - Patient Tertiary Details

Note: If the Religion or Ethnic category is not recorded you will be taken to the Secondary screen first where this **MUST** be entered.

Type **Ay** and press the return key to Accept, to access the Record Arrival screen.

HOAR	RECORD ARRIVAL	v3 Train CL
Current name: BENNETT, ALFIE	DOB: 01-JUL-1993	Sex: M
Hospital No. : C000123		
Appointments For Today		
Date	Person In Charge	Time Category
1_30-JUL-2007	MR WILSON-HOLT	09:40 Follow-up
Number Of Required Appointment [ ] Time of Arrival [ ]		

**Number of Required Appointment**, - Select the appropriate appointment by entering the number on the left of the screen, for example the number 1.

**Time of Arrival**, - Enter the time the patient arrived for the appointment, for example 0930. Entering N for now will automatically populate the time. Then press the return key.

The time of Arrival has now been recorded and you will be returned to the Record Arrival Search screen ready to enter the next arrival.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=135>