

PAS Outpatients - Viewing, Amending & Updating an Referral To Treatment (RTT) Code

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From the **OP BASIC MENU** select **OUTPATIENT SEARCH (H O P S)** and enter the patient number or details.

Enter **A P P** and the following screen will display past appointments in the top half of the screen, and outstanding appointments in the bottom half.

If the patient has had a lot of recent appointments you may need to display **Other Appointments (O A)** to see the appointment you require.

When the appointment is visible select **D Y** plus the line number for that appointment eg. **D Y 3** and the Outcome screen will be displayed as shown below.

HOOA	CLINIC RECEPTION	v3 <u>Train_CL</u>
Current name: BENNETT, ALFIE	DOB: 01-JUL-1993 Sex: M	
Hospital No.: C000123		
MISS A.J. STOCKWELL	30-JUL-2007 09:40	
<u>Attended?</u>	[Y]	
Care Stage	[3] Follow-up	
<u>Reason For Referral</u>	[1] For advice/consultation	
Outcome	[3.] Open Appointment	
Time of Arrival	[09:30]	
Time Seen	[]	
Grade of Staff	[1.] Consultant	
<u>Accept/eXit/Change/Appointment Screen/create Tracer/List Tracers/Other</u> []		

Enter **A** to Accept, Return and the RTT Code screen will appear showing the

code previously entered.

Press the **F3** key to exit the screen.

If you are required to amend/update the RTT data fields, ensure that the appropriate codes and dates are entered, type **Ay** and press the return key to Accept any changes.

Service Code – enter the code indicated on the outcome into section 12 – **Services** when making a Follow up appointment or adding to the Pending List.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=140>