

# PAS Manager Functions - Adding a new date to an Irregular Clinic

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## Adding a new date to an Irregular Clinic

From your menu select Outpatient Managers Functions.

Select Diary Setup (or type **H D S U**).

The next screen will require you to enter the location that the clinic is set up in e.g. **T R** for Treliske.

Select option 2 - Amend existing diary.

Press Return.

Enter the appropriate clinic code e.g. **B R A D J / I R**.

Press Return and type **Ay** and press return to Accept.

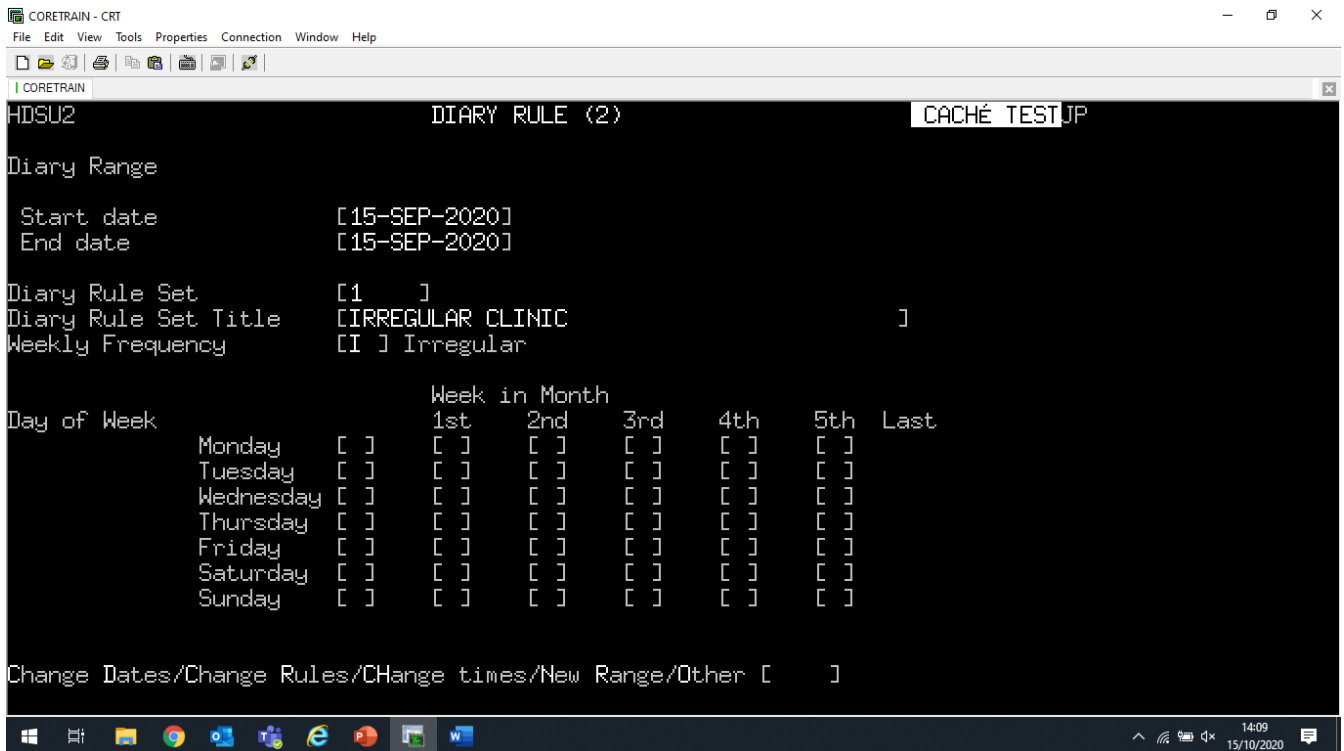
The next screen will display the Diary Parameters (1)

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CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDSU1          DIARY PARAMETERS (1)          CACHÉ TESTJP
Date effective          [27-NOV-1999]
Organisation            TR              RCH TRELISKE
Member of staff in charge [KUMSI        ] MR S. KUMAR
Sub-specialty           [17           ] OPHTHALMOLOGY
Diary code              [KUMSI/IR      ]
Diary code Literal      [IRREGULAR OPHTHALMOLOGY CLINIC ]
Link Diary from        [              ]
Shared Care ?          [N]
Diary Available to CAB? [N]
Bank Holidays/Change/Change Dates/Change Letters/Change Rules/Other [ ]
```

From the options at the bottom of the screen type C R for Change Rules.

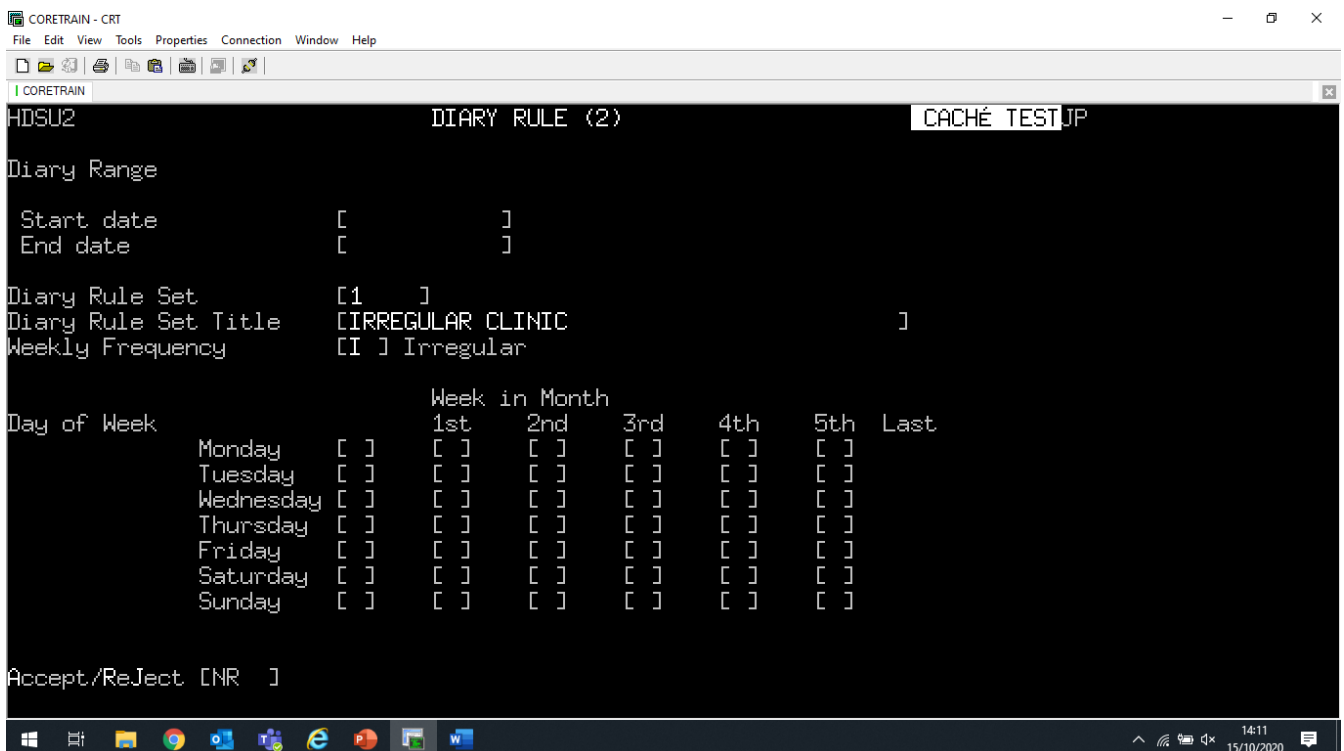
Press Return.

The screen displays the date of the last Irregular clinic. Note the Start and End dates are the same, as an Irregular clinic must only run for 1 day.



Type **N R** for New Range.

Press Return.



Enter the date the Irregular clinic will be held in the Start and End date fields (these dates **MUST** be the same)

Press Return.

Then type **Ay** and press return to Accept.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=143>