

PAS Manager Functions - Amending clinic slots

Amending clinic slots

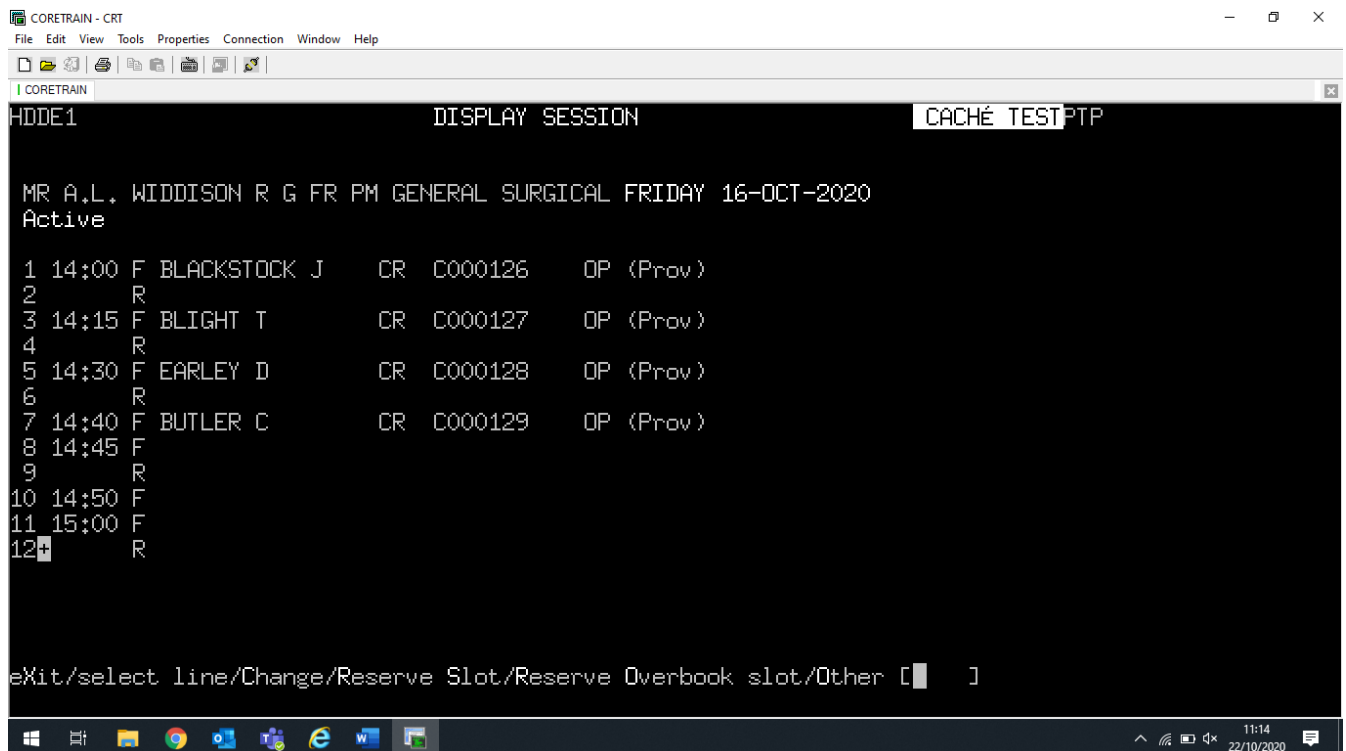
This function will allow the amendment of the urgency code for a single clinic session. e.g. to change a new slot to a follow-up slot / add time slot / delete time slot.

Select Clinic Enquiry (or type **H O C E**) from your menu.

Enter the Clinic Code and clinic date that requires amending.

Select the relevant clinic to be amended and select option 3 Follow-Up / New to view the whole clinic.

The next screen will display the clinic slots along with any patients that have been booked into that clinic.



The screenshot shows a terminal window titled 'CORETRAIN - CRT'. The window contains the following text:

```
HDDE1          DISPLAY SESSION          CACHÉ TESTPTP

MR A.L. WIDDISON R G FR PM GENERAL SURGICAL FRIDAY 16-OCT-2020
Active

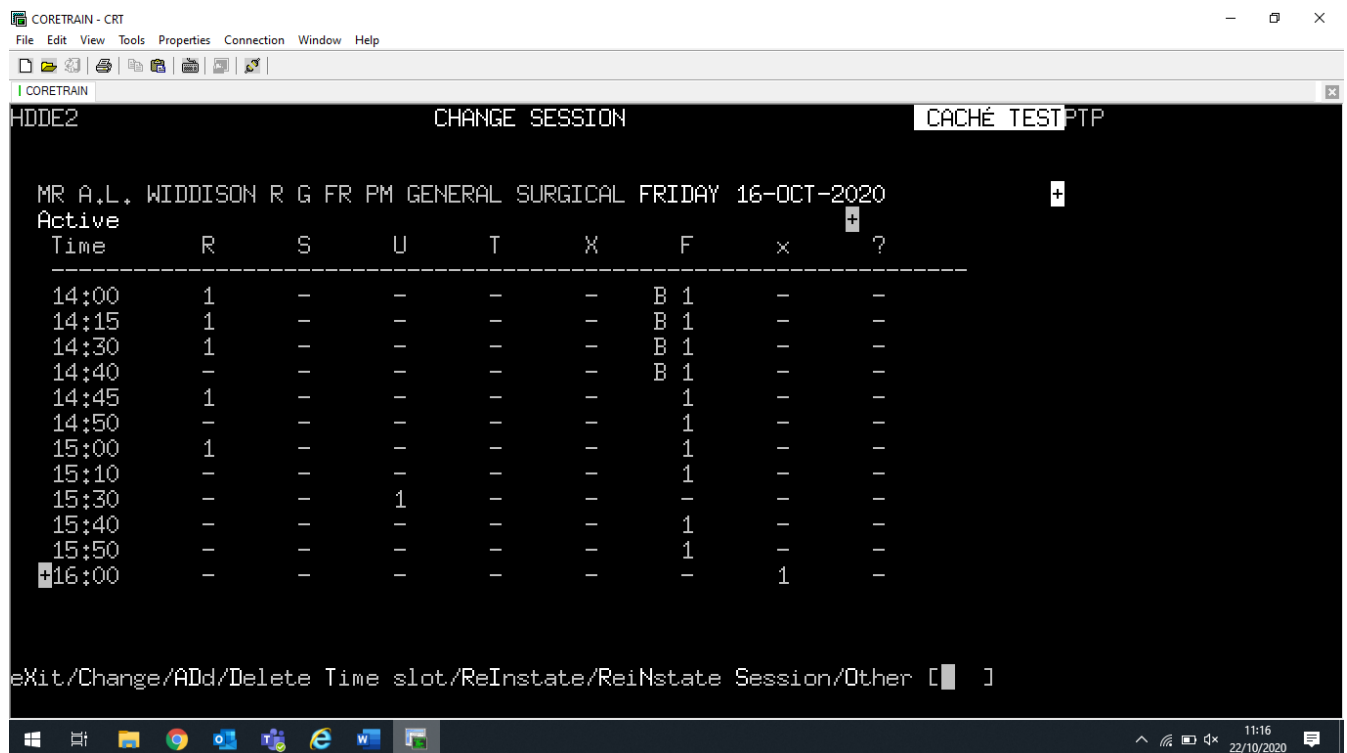
1 14:00 F BLACKSTOCK J      CR  C000126   OP (Prov)
2          R
3 14:15 F BLIGHT T         CR  C000127   OP (Prov)
4          R
5 14:30 F EARLEY I         CR  C000128   OP (Prov)
6          R
7 14:40 F BUTLER C         CR  C000129   OP (Prov)
8 14:45 F
9          R
10 14:50 F
11 15:00 F
12          R

eXit/select line/Change/Reserve Slot/Reserve Overbook slot/Other [ ]
```

From the screen action prompts type **C** for Change.

The next screen will show all the slots that have been set up for that clinic.

Slots that have patients booked in will be indicated by the letter **B**.

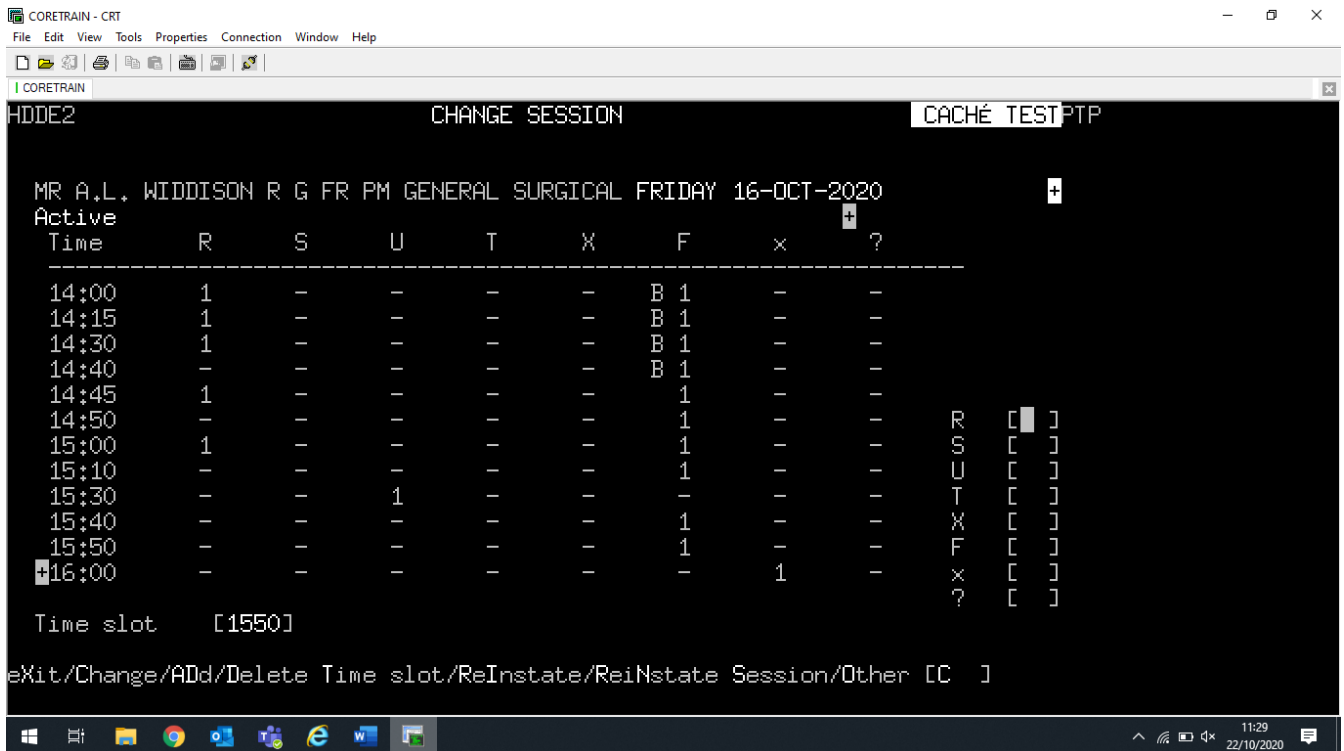


To change the slot urgency e.g. Follow up to Urgent.

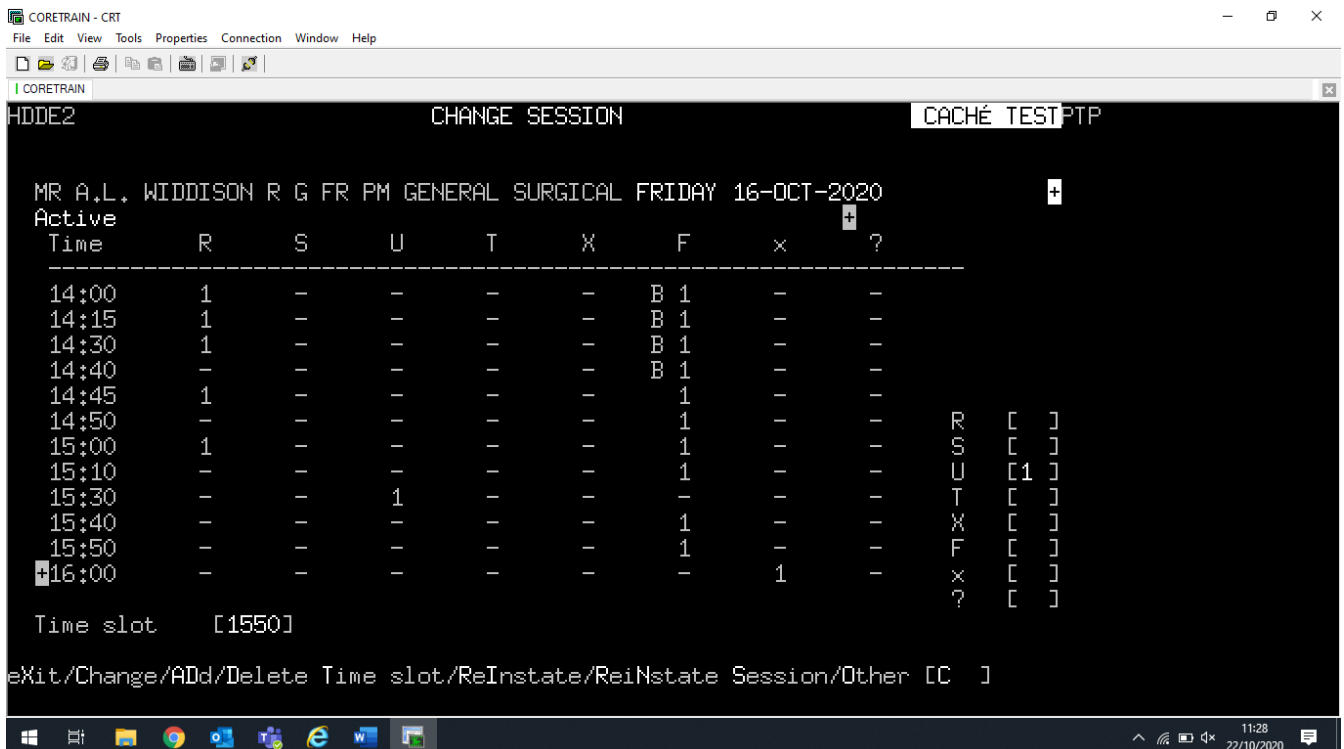
Enter **C** for Change.

Enter time slot you want to change.

The urgency slots will appear on the right-hand side of the screen and the cursor will flash in R ().



Return through to the urgency field to the slots you require and enter the number of slots.



Return to the bottom of the screen which will then update the required slot, updating it to V for Vacant.

```

CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDDE2 CHANGE SESSION CACHÉ TESTPTP
MR A.L. WIDDISON R G FR PM GENERAL SURGICAL FRIDAY 16-OCT-2020
Active
Time R S U T X F x ?
-----
14:00 1 - - - - B 1 - -
14:15 1 - - - - B 1 - -
14:30 1 - - - - B 1 - -
14:40 - - - - - B 1 - -
14:45 1 - - - - 1 - -
14:50 - - - - - 1 - -
15:00 1 - - - - 1 - -
15:10 - - - - - 1 - -
15:30 - - 1 - - - - -
15:40 - - - - - 1 - -
15:50 - - V 1 - - - - -
16:00 - - - - - - 1 -
eXit/Change/Add/Delete Time slot/ReInstate/ReiNstate Session/Other [ ]

```

If you are changing a time slot that has more than one urgency you must ensure that you enter all the time slots. e.g. 1 4 4 5 has 1R and 1F

To change the 1 F to U you need to add 1 R and 1 U into the data field

```

CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDDE2 CHANGE SESSION CACHÉ TESTPTP
MR A.L. WIDDISON R G FR PM GENERAL SURGICAL FRIDAY 16-OCT-2020
Active
Time R S U T X F x ?
-----
14:00 1 - - - - B 1 - -
14:15 1 - - - - B 1 - -
14:30 1 - - - - B 1 - -
14:40 - - - - - B 1 - -
14:45 1 - - - - 1 - -
14:50 - - - - - 1 - -
15:00 1 - - - - 1 - -
15:10 - - - - - 1 - -
15:30 - - 1 - - - - -
15:40 - - - - - 1 - -
15:50 - - V 1 - - - - -
16:00 - - - - - - 1 -
eXit/Change/Add/Delete Time slot/ReInstate/ReiNstate Session/Other [ ]

```

To add a time slot type in **A D** – enter the time of slot to be added.

To delete time slot type in **D T** – enter the time of slot to delete.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=144>