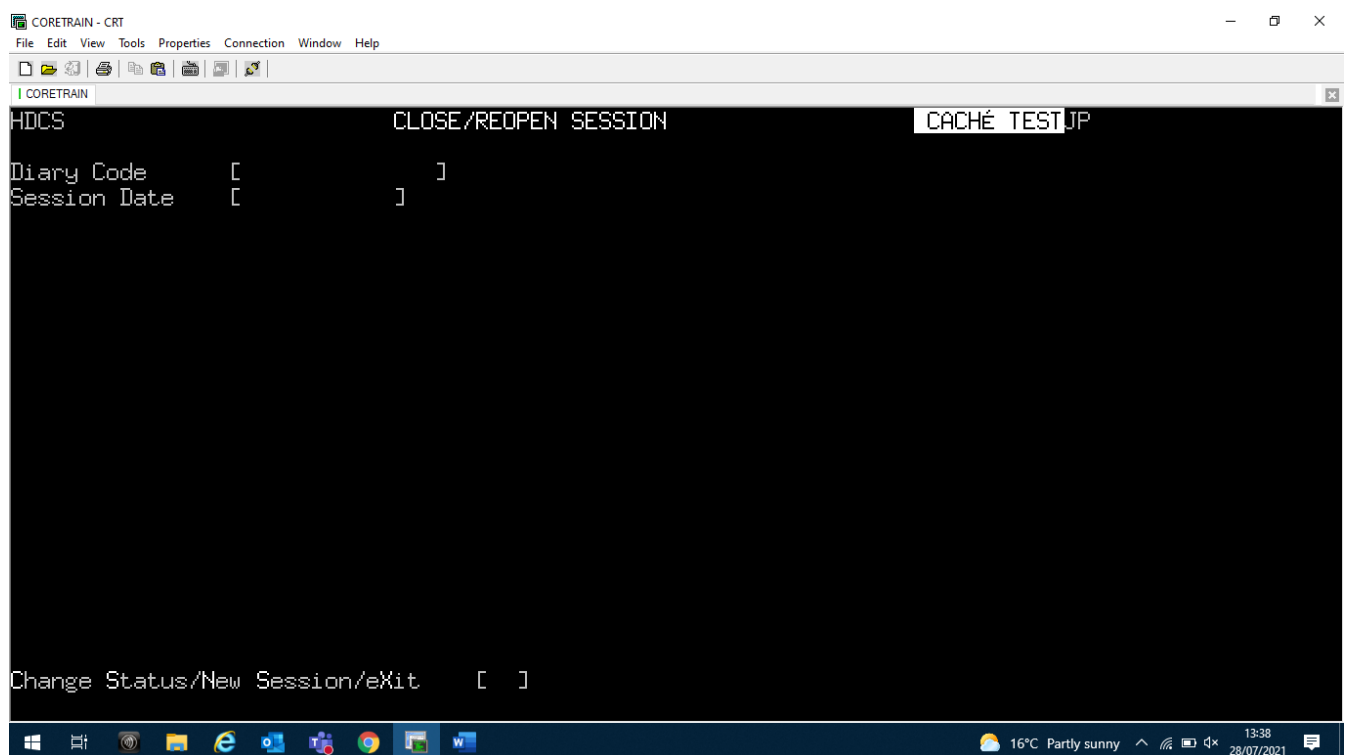


PAS Manager Functions - Outpatient Close Diary Sessions

Outpatient Close Diary Sessions

This option allows you to close a session to prevent further appointments being booked and to open a closed session.

From PAS Outpatient Managers Function menu select or type **H O D C S** Outpatients Close Diary Sessions.



Enter the clinic code of the clinic to be closed.

Enter the date of the clinic to be closed.

```
CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDACS          CLOSE/REOPEN SESSION          CACHÉ TESTJP
Diary Code     [PARSW/9T      ] R G FR AM ORTHOPAEDIC
Session Date   [02-AUG-2021]  MONDAY 02-AUG-2021          (Active)
Member of Staff PARSW      MR S.W. PARSONS
Specialty      16              ORTHOPAEDIC

Date          Time   Status User          Comment
-----
Change Status/New Session/eXit  [ ]
```

Type **C S** to Change Status.

New status will change to Closed.

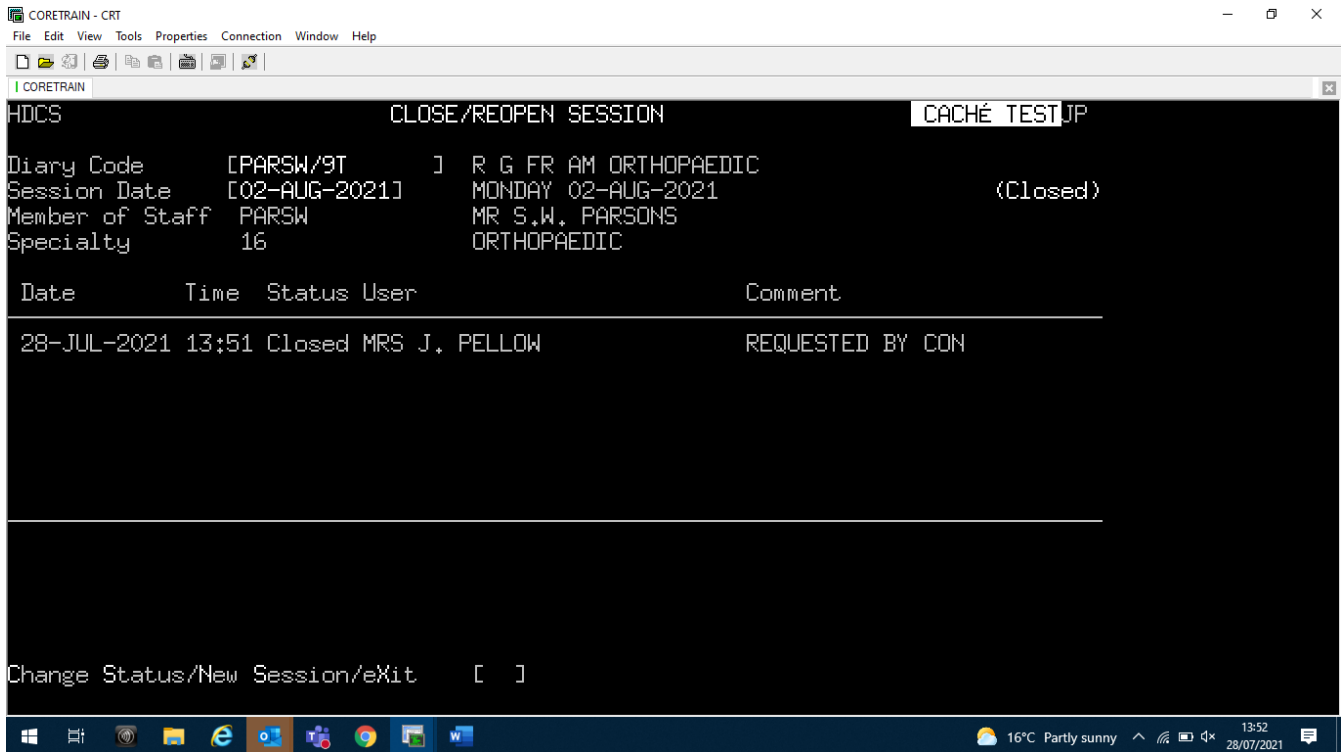
```
CORETRAIN - CRT
File Edit View Tools Properties Connection Window Help
CORETRAIN
HDACS          CLOSE/REOPEN SESSION          CACHÉ TESTJP
Diary Code     [PARSW/9T      ] R G FR AM ORTHOPAEDIC
Session Date   [02-AUG-2021]  MONDAY 02-AUG-2021          (Active)
Member of Staff PARSW      MR S.W. PARSONS
Specialty      16              ORTHOPAEDIC

Date          Time   Status User          Comment
-----
New Status     Closed
Comment        [REQUESTED BY CON      ]
Session Message [STUDY LEAVE          ]
Accept/Change/ReJect  [ ]
```

Enter a Comment as to why the clinic is closed.

Enter a Session Message. This will appear on the clinic display screen and all prints of that clinic.

Type **Ay** and press return to Accept.



Details of the user who closed the clinic will be shown.

Repeat the above process to open a clinic.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=148>