

PAS Patient Registration - Contact Details

Contact Details

This screen can be used to record the details of Next of Kin, Emergency contacts and details of the patient's GP, [PAS Patient Registration - Not Known GP](#)

If you enter NKGP (Not Known GP) on the Patient Main Details screen ensure you complete the Emergency Contact Type with any information you do have.

N B, If the patient is 16 years of age or under this screen should also be used to record if known the details of the school the patient is currently attending, [PAS Patient Registration - Recording School Details](#)

- From the menu select **RI Patient Details** (RI) and search for the patient. From the Patient Details screen type **C O** to select the Contacts screen.
- To enter a new contact type **N** for New then press the return key.

Contact Type, - Enter the appropriate code then press the **F1** key for help. Return to the Surname field and enter all of the details available , for example Relationship, address and contact number as shown below. Type **Ay** and press the return key.

Note: You can **only** accept the next of kin details from the patient. The only exceptions to this are:

- If someone has provided evidence of **Lasting Power of Attorney (Enduring Power of Attorney does not cover Health)** – in this case you can accept the information from the nominated person
- If there is no next of kin recorded and it is the patient's spouse, a sibling, a son or daughter providing the information.

These details must then be confirmed with the patient as soon as practicable.

Please remember that if a contact is no longer relevant to the patient, remove it using the **D** for Delete option.

Video

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Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=151>