PAS Patient Registration - Entering / Amending GP Details

Entering / Amending GP Details

Entering / Amending Cornwall & Plymouth GP Details

Main Details Screen, - Enter **C 1 6** to change the **GP & Prac**

- **Preferred Method:** Enter the GP Practice code, for example L 8 2 0 4 2, and press the Enter or Return keys. Select from list of Practice GPs displayed. PAS Patient Registration - GP Practice Codes
- **Alternative Method:** Type the first 3 letters of the GP's surname and press the F1 key.
  - Enter the first 3 letters of the GP's surname, for example L Ay W , then press the F1 key.
  - Search Priority defaults to Cornwall & Plymouth. Press the **F1** key to select a different area.
  - If the GP does not appear on the first screen type **N** and press the return key to display next page of GPs until the correct GP and practice are displayed.
  - Select the GP by entering the corresponding line number.
- Return to bottom of screen by pressing the Enter or Return keys.
- Type **Ay** for Accept and press the return key to save the information entered.

Entering or Amending Out of County GP Details

Main Details Screen, - Type **C 1 6** and press the return key to change the **GP & Prac**

- **Preferred Method:** Use the O D S Portal to obtain the **Practice** code, for example L 8 2 0 2 8, open the O D S portal webpage in a new tab. Enter the GP Surname and Town and click on the search button.
  - Type this code into field 16 on PAS and press the return key.
  - Select correct GP from list of those displayed.
- **Alternative Method:** Type **Z** followed by the first 3 letters of the GP's surname, for example Z L A W, then press the F1 key.
  - Search Priority defaults to outside of Cornwall & Plymouth.
  - If the GP does not appear on the first screen type **N** and press the return key to display next page of GPs until the correct GP and practice are displayed.
  - Select the GP by entering the corresponding line number.
- Return to bottom of screen by pressing the Enter or Return keys.
- Type **Ay** and press the return key to Accept the information entered.

Entering / Amending Overseas GP Details

Main Details Screen, - Type **C 1 6** and press the return key to change the **GP & Prac**

- We do not hold any overseas GP's on PAS. Type **Z F O R G P** and press the return key.
- Return to bottom of screen by pressing Enter or Return keys.
- Type **Ay** and press the return key to Accept the information entered.
- Ensure to record as much detail as possible about the GP on the Contact screen (**C O**) as an Emergency contact, PAS Patient Registration - Not Known GP

Not Known GP

If the patient does not know their GP or the GP is not found, type **N K G P** and press the return key, then complete the Emergency Contact on the Contact Details screen, PAS Patient Registration - Contact Details
Armed Forces, – Enter **N K G P** into the GP field unless they are stationed at

R A F St Mawgan, R N A S Culdrose or H M S Drake. In this instance enter either M A W M O, C U L M O or D R A M O respectively.

Not Registered with GP

If a patient is not registered with a GP (for example private or military patient) you may enter **N R G P** but ONLY in this instance.

Video

Your browser does not support the HTML5 Video element.