

PAS Patient Registration - Procedure for entering Temporary Addresses

Procedure for entering Temporary Addresses

All Out of County and Overseas patients **MUST** have a temporary address entered onto PAS.

- Using RI Patient Details (**RI**) search for and select the patient. From the prompts at the bottom of your screen type **O** for Other and press the return key, then choose the option **T Ay** for temporary address. Enter the Temporary Address, for example the holiday address using the **Q AyS** , if the postcode is known otherwise use free text (**Ctrl+F7**).

If you know when a patient will be returning home this information could be entered in the telephone data field (titled Cur Tel), for example RH1230818.

- Type **Ay** to Accept where the cursor is located and press the return key.
- You will then be asked 'Which address is the correspondence address?' ("**P**"erm or "**T**"emp). This can be altered for any letters that are generated from PAS.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=166>