

PAS Patient Registration - Recording School Details

Recording School Details

To enter a new contact type **N** for New and press the return key.

Contact Type, - Enter **E** for Emergency and press the return key.

Press the return key **Surname** field and complete as many details as possible including the name of the Head teacher.

Relationship, – enter either **Headmaster, Headmistress or the Head teacher**, whichever is appropriate and then continue to add the School address and Phone number.

```
RCUR3                                PATIENT CONTACT (NOK)                                CACHÉ TESTMJJL
Current name: EMERGE, NONHS          DOB: 01-JAN-1960  Sex: F W
1. Contact type(s)  [S ] School
                       [  ]
                       [  ]
                       [  ]
2. Surname          [                    ]
3. Forename         [                    ]
4. Sex              [  ]                5. Age in years [  ]
6. Relationship     [                    ]
7. Home Address    [                    ]
                       [                    ]
                       [                    ]
                       [                    ]
8. Postcode        [                    ]
9. Home Phone      [                    ]
10. Work Phone     [                    ]
11. Comments       [                    ]
                       [                    ]
Accept/Change/ReJect [  ]
```

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

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=171>