

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.

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RCUR3                                PATIENT CONTACT (NOK)                                CACHÉ TESTMJL
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>