

# PAS Patient Registration - Registering Out of County Patients on the RI

## Registering Out of County Patients on the RI

---

It is important that patients who do not live in Cornwall are registered correctly and their details are entered in full including the Temporary Address. This is for charging purposes so we can charge the appropriate Health Authority for any treatment that they receive here in Cornwall.

- Outlined below are things to remember when registering Out of County patients. **Search the RI thoroughly.**  
**Do not assume that as they are out of area they will not be on PAS.** If you find the correct patient ensure all details are correct and update if necessary.  
If the patient is not on PAS you can proceed to register the patient, taking into account the following points.
- Enter the patient's **PERMANENT HOME** address on the **Patient Main Details** screen using the Q Ay S .
- **Remember** to allocate a patient hospital CR number at field 15, press the **F1** key for Help.
- **GP and Practice**, - [PAS Patient Registration - Entering / Amending GP Details](#)
- **Temporary address** must be entered using Q Ay S .
- Enter the **Secondary** and **Contact details** if known.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=173>