PAS Patient Registration - Registering Overseas Visitors on the RI

Registering Overseas Visitors on the RI

It is important that patients who live abroad are registered correctly and their details are entered in full including the Temporary address. GP details MUST be recorded as an emergency contact.

The overseas team contact telephone numbers are: 0 1 8 7 2 2 5 2 2 4 5, 0 1 8 7 2 2 5 2 2 4 7 and 0 1 8 7 2 2 5 2 9 6 3. Or use the overseas team Email address: rcht.payingpatients@nhs.net

- Outlined below are things to remember when registering overseas patients. **Search the RI thoroughly. Do not assume that as they live abroad they will not be registered 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 Patients Main Details screen; you will need to type this in.
- We do not hold any overseas postcodes on PAS. Each country has a pseudo postcode which **MUST** be used, as this will help determine if the patient will be charged for their treatment, PAS Patient Registration - Pseudo Postcodes and Country Names
- If the patient informs you of a 'postcode', for example the USA have Zip codes, this **MUST** be incorporated into one of the four address lines.
- **Remember** to allocate a number (CR) in data field 15 or press the F1 key for Help.
- **GP and Practice**, - PAS Patient Registration - Entering / Amending GP Details
- After completing the Main Details screen you must record the details

of where the patient is staying in the **Temporary address** screen, If the postcode known use Q Ay S , otherwise use free text.

- Complete the **Secondary** details and **Contact** details if known i.e. Next of Kin and G.P details.
- **Status List**, – Once fully registered you can go to the Status List (**S L**) screen.
- From the screen action prompts type **N** for New and press the return key.
- **New date for record**, - Enter the date the patient arrived in the UK if known or **T** for today and press the return key.
- **Status type**, - Type **O V** for Overseas Visitor and press the return key.
- **Status, - Press the F1 key** for help and select **charging rate not known**.
- Type **Ay** to Accept and press the return key, – your entry will now be highlighted.

Ask them to complete a Pre-Attendance form and ensure the Overseas Team receives the form. Download a Microsoft Word Pre-Attendance form

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=175