

PAS Patient Registration - Secondary Details

Secondary Details

- From the menu select **RI** Patient Details (RI) and search for the patient. From the Patient Details screen, enter **S E** to select Secondary Details screen.
- Type **C** for Change and press the return key, the cursor will then move to the top of the screen. Press the return key to reach the data field you wish to enter information in.
- To move to a specific data field enter **C** plus the number of the data field you wish to change, for example **C10**.
- **PLACE OF BIRTH**, - Enter if known.
- **RELIGION**, - This is a required field. Press the F1 key for help. Consent to share with chaplaincy service?, this is required for Inpatients. Please ask the Patient and Enter either **Y** or **N** as per their answer.
- **ETHNIC GROUP**, - This is required field. Press the F1 key for help.
- **WORK TELEPHONE**, - This is a free text entry field.
- **OCCUPATION**, - This is a free text entry field. Multiple entries may be made.
- **ALLERGIES**, - Do not use.
- **SPECIAL CON/WARNINGS**, – Information entered here will also be displayed on the Patient's Main Details screen.
If a + sign appears next to the Special Conditions on either the **M A** in Patient Details or **S E** the secondary screen, type **L** and press the return key to move to the Extra Details screen where all the information will be available. Depending on access, you may find some alerts display "**Access to this factor is restricted, you cannot enter it**" Call the Cornwall IT support desk if you are unable to make the amendment yourself.
- Type **Ay** to Accept and press the return key. This must be entered to

save and retain the details that you enter or change.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=177>