PAS BEA - Non-Arrivals List

It is important that DNA's are managed efficiently to ensure that the patient has the appropriate action taken, e.g. another T C I allocated or remove from the list. It is recommended that Non Arrivals list be printed at the start of each week for the previous weeks T C I's.

Select Non-Arrivals List (**H W N A**) from the B E A Prints menu.

Consultant ,– Enter the appropriate consultant code or **F1** for Help.

Specialty .– Enter the specialty code or **F1** for Help.

List ,– Enter the list code or **F1** for Help. Alternatively return through and this will default to All Lists.

Start Date ,– You may put any past date in the start field, but if it is more than 14 days ago a warning that any T C Is more than 14 days ago will be removed by an automatic cull on the system.

End Date ,– This can be any past date as long as it is on or after the Start date.

Type **Ay** and press return to Accept. You will then need to send this to print via the PAS Spoolfile.

Output to ,– Enter the relevant printer or **F1** for Help.

Simply return through the following data fields until the system takes you back to the menu. The print will now sit on the PAS Spoolfile until you request it to print. See Print from PAS Spoolfile.