

# PAS Outpatients - Menu Overview

## **HRIPS - Book Appointment from RI**

Searches the whole of the RI thoroughly for your patient and can be used to book New and Follow Up appointments and add Patients to the Pending List

## **HOPS – Outpatient Search**

If the patient has had an outpatient appointment previously you can book appointments from this option. This is also used to rebook and cancel appointments and view Outstanding appointments.

## **HOCE – Clinic Enquiry**

To view a Clinicians clinic, shows number of patients booked, free slots available, messages and comments for that clinic.

## **HOOA – Record Outcome**

To record Patient Outcomes individually

## **HOBCR – Batch Clinic Reconciliation**

To record Patient Outcomes for a whole clinic – usually done at the end of the clinic.

## **HOAH – Outpatient Appointment History**

Shows a full history of all the appointments for a Patient. Past, Outstanding, Cancelled and if the patient is on any Pending lists.

## **HDFFS – Search for Free Slots**

Used for searching for free slots – can be slow in live, not shown in training

## **HOAR – Record Outpatient Arrival**

Used to check and amend Patient Demographic details and record the arrival time of a Patient

## **HOXHCE – Cross Hospital Clinic Enquiry**

Used for looking at clinics and appointments in other hospitals. Viewing only will need to swap organisation to book an appointment

### **HOMA – Maintain Summary Attendance**

We do not use.

### **HOXH – Cross Hospital Bookings**

Used for booking appointments in other hospitals. Remember you may need to swap organisation

### **HGPWY – 18 Week Pathway**

Shows a full history of all the patients pathways

### **HCAB – CAB Work List**

Used for Choose and Book appointments (OP Bookers)

### **HOUB – Search for appointment by UBRN**

Used to look for appointments using the Unique Booking Reference Number (Choose and Book)

### **MPUSER – PAS User Utilities**

Used to Swap Organisation when booking appointments at other Hospital sites, Print Labels and Change Password

