

# PAS Introduction - Where do I find?

Below is a list of screens within PAS and the information held on that screen. Enter the highlighted characters to move to the required screen.

| KEYS         | SCREEN                      | FUNCTION  |
|--------------|-----------------------------|---|
| <b>M Ay</b>  | <b>Main Patient Details</b> | Surname, Forename, Other Surname, Date of Birth/Age, Sex, Title, Civil Status, Current Address, Telephone Numbers, GP, CR Number New NHS Number and other numbers the patient may be allocated.   |
| <b>T A y</b> | <b>Temporary Address</b>    | This window is used for entering the temporary address of the patient. You will be prompted to enter which address correspondence should be sent.   |
| <b>S E</b>   | <b>Secondary Details</b>    | Place of Birth, Religion and consent to share with chaplaincy service, Ethnic Cat, Work Phone Number, Occupation, Allergies and Special Conditions/Warnings. Only the latest allergy will be shown, to view the other allergies see the |

Extra Details Screen.  
Important: DO NOT add allergies. Allergies are recorded and pulled from J Ay C into PAS.

|             |                         |   |
|-------------|-------------------------|---|
| <b>C U</b>  | <b>Communication</b>    | Add email address and mobile phone number, this is accessed via the M Ay Main and S E Secondary screens.  |
| <b>T E</b>  | <b>Tertiary Details</b> | Used to record confidential information given by the patient on the completed Data Collection form, this is accessed via the M Ay Main and S E Secondary screens. |
| <b>F D</b>  | <b>Further Details</b>  | Enter Patient Disability, this is accessed via the M Ay Main and S E Secondary screens.   |
| <b>C O</b>  | <b>Contacts</b>         | Next of Kin, Chief Carer, Emergency and School details for children   |
| <b>Ay D</b> | <b>Addresses</b>        | Lists both the current, previous and temporary address and the dates applicable.  |
| <b>L</b>    | <b>Extra Details</b>    | Information that is entered on the SEcondary Details screen e.g. Occupation, Ethnic Group etc. can be viewed  |

here. Information can also be entered, amended and deleted from here if required.

Only those with an appropriate level of access can add, amend and delete Alerts.

|             |                           |  |
|-------------|---------------------------|--|
| <b>N Ay</b> | <b>Names</b>              | Lists both correct and incorrect names the patient has been known by.  |
| <b>N U</b>  | <b>Numbers</b>            | Lists all the patient's numbers that have been allocated to them.  |
| <b>D N</b>  | <b>Death Notification</b> | Notifies the system of a patient's death and shows which modules will be affected by the notification.                     |
| <b>G P</b>  | <b>GPs etc List</b>       | Shows the patients current GP and Dentist and any previous practitioners they may have been registered with and the dates. |
| <b>M L</b>  | <b>Module Usage List</b>  | Lists the modules that the patient is recorded against.  |
| <b>S L</b>  | <b>Status List</b>        | This screen contains information relating to whether or not the patient is exempt from paying for their treatment.         |

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=44>