

## PAS Enquiry - RI Patient Details

After logging into CORE select the **PAS IP/OP/Pathology Results Enquiry** option and the Enquiry menu will appear.

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1  RI      RI Patient Details
2  HIPS    Inpatient Search
3  HIWD    Display Patients on Ward
4  HISM    Inpatient Stay Movements
5  HOPS    Outpatient Search
6  HOAH    Outpatient Appointment History
7  HOSWS   Clinic Workload Print
8  HOCE    Clinic Enquiry
9  HOCA    Clinic Attendance List
10 PENQ    Pathology Enquiry
11 MPUSER  PAS USER UTILITIES
12 HIPM    Past Inpatient Movements
```

Current Organisation: TR

[ ]

- This option will allow the user to search for and find a patient and view the main details e.g. address, telephone number, GP details and hospital number. You will also be able to see previous addresses, GP details; contact details e.g. next of kin or emergency contact details.
- The number type will default to CR. To change the number type press the **F2** key (to move up to the number type field). Enter the relevant number for example type **NN** or press the **F1** key (for coded list) and select the appropriate number for example type **NN** (New NHS number) and press the return key.
- Enter the relevant patient number in the Number field e.g. C000123 and press the return key. The patient details will then be displayed, ensure to check you have the correct patient.
- If patient numbers are not known return through the number field and follow the search guidelines detailed below.
- Your initial search should be by **Date of Birth** only.

**Note: DO NOT** enter the sex when searching for your patient.

RSER1	ENTER SEARCH DETAILS	v3 Train
Number Type	[CR] C.R. Number	
Number	[ ]	
Surname	[ ]	Postcode [ ]
Forename	[ ]	
Second Forename	[ ]	
Date of Birth	[130643 ]	
Age	[ ]	
Sex	[ ]	

Screen Action Prompts appear at the bottom of each screen as a line of text specifying a number of options separated by slash characters e.g. S A - Search Again.

To use any of these, type in the letters that are in upper case and/or highlighted followed by pressing the Return or Enter key to select an option.

Selecting 'Other' will display more Screen Action prompts.

- If there is no trace using this search enter **S A** (Search Again) from the prompts at the bottom of the screen.
- Enter the patients **SURNAME** and, if the surname is a popular one, the 1st Letter of forename only.
- **Remove the Date of Birth** and return through the remaining fields.

Remember to try alternative spellings e.g. for Thomson also try Thompson.

If the details entered match any of those already on the system the 'Select Patient - Surname Search screen' will display a list of patients. Scroll through these by using Page Down (**P D**) or **Ctrl F3** keys to find if your patient is listed. If you find the correct patient select the line number corresponding to that patient to display their details. Check you have selected the correct patient.

RSER5	SELECT PATIENT - SURNAME SEARCH			
<b>Searching for: THOMSON.</b>				
No	Name	DOB/Age	Sex	Permanent Address +
1.	THOMSON. ADAM (Current: SMITH. ADAM)	12-MAR-1995	M	THE FARTHINGS, BOSINVER
2.	THOMSON. ANDREW	23-JUN-1960	M	14 RIVERSIDE HOUSE, TRURO
3.	THOMSON. ASHLEY	11-APR-1964	F	63 MEADOWSIDE, NEWQUAY.
<b>More Matches</b>				
number/Registration/Search Again/Page Down/Page Up/Add Searches/Other [ ]				

If your patient does not appear on the list displayed enter **A S** (Add Searches) and use the extra searches displayed.

The most useful options are:

- **Surname Soundex** ,– used if you are unsure of the spelling.
- **Swap surname and forename** ,– especially for overseas visitors.
- **Extend DOB 2 years each side** ,– in case this has been incorrectly entered e.g. a figure can be misread.
- **Search for incorrect/non-current number** ,– this will search for numbers that have been merged due to double registration.
- **POSTCODE Search** ,– From the Patient Search Details screen return to the Surname data field then use the → (right arrow) key to take you into the Postcode data field. Enter the postcode and press Return and a list of patients matching the postcode will be displayed in alphabetical order. Scroll through the list using Page Down (**P D**) or **Ctrl F3** keys to check if the patient is there.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=5>