PAS Inpatient - Procedure for entering temporary address

All Out of County and Overseas patients **MUST** have a temporary address entered onto PAS.

- Using RI Patient Details (**RI**) search for and select the patient. From the prompts at the bottom of your screen type **O** for Other and press the return key, then choose the option **T Ay** for temporary address. Enter the Temporary Address, for example the holiday address using the Q AyS, if the postcode is known otherwise use free text (**Ctrl+F7**).
  If you know when a patient will be returning home this information could be entered in the telephone data field (titled Cur Tel), for example RH1230818.
- Type **Ay** to Accept where the cursor is located and press the return key.
- You will then be asked 'Which address is the correspondence address?" ("**P**"erm or "**T**"emp). This can be altered for any letters that are generated from PAS.

Online URL: https://elearning.cornwall.nhs.uk/site/kb/article.php?id=6