PAS Enquiry - Clinic Enquiry

Clinic Enquiry

This function will allow you to select and view the status of a particular clinic e.g. how many patients are booked, available slots and view any session messages.

From the PAS OP BASIC MENU (**M P O B**) select CLINIC ENQUIRY (**H O C E**).

Enter the **Diary Code** of the clinic you wish to view. If you are unsure of the diary code type the first 3 letters of the Consultants surname then press the **F1** key to give you a list of diary codes for the hospital.

Enter the date of the clinic you wish to view. This can be entered in any of the following ways:

> **T** or **Return** for **Today**.
> **T=1 D** (Days), **T=1 W** (Weeks), **T=1 M** (Months), **T=1 Y** (Years) for a date in the future.
> **T**, minus–**1 D** (Days), **T**, minus–**1 W** (Weeks), **T**, minus–**1 M** (Months), **T**, minus–**1 Y** (Years) for a date in the past.
> **Y** for Yesterday.

Or by entering a date required e.g. 0 7 1 2 2 0.

Your screen will display 3 clinic dates, - any '**Session Messages**' will be displayed on this screen, for example Cancelled.

Select the date you wish to view.

If the date you choose is in the **future** you will be offered 3 options:

1. Follow-up
2. New
3. Follow-up/New.

Select the option you wish to view, you will then be taken to the "**Display Session**" screen. Slot codes are explained in the PAS Outpatients - Clinic slot codes

```
HDDE1                          DISPLAY SESSION                    CACHÉ TEST PTP


 MR M.W. REGAN R G TU PM ORTHOPAEDIC TUESDAY 06-NOV-2018
 Active

 1 13:30 F
 2       R
 3 13:45 F
 4       R
 5 14:00 F
 6       R
 7 14:15 F
 8       R
 9 14:30 F
10       R
11 14:45 F
12+      R



eXit/select line/Change/Reserve Slot/Reserve Overbook slot/Other [      ]
```
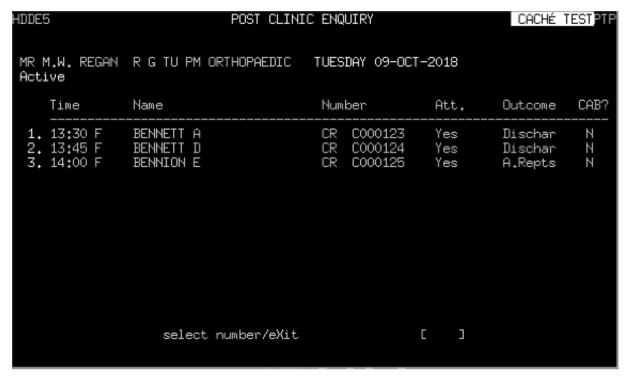
In example above **+** next to the line/slot number indicates later time slots to view. To scroll down, press the **Ctrl F3** keys.

```
 1+14:45 R
 2 15:00 F
 3       R
 4 15:15 F
 5       R
 6 15:30 F
 7       R
 8 15:45 F
 9       R
10 16:00 F
11       R
12+16:15 F
```

In example above, note two plus **+** signs, this indicates time slots earlier and later are available to view. Press the **Ctrl F3** keys to scroll down, press the **Ctrl F2** keys to scroll up.

If you select a clinic in the past it will display attendance and outcome for appointments.

```
HDDE5                     POST CLINIC ENQUIRY              CACHÉ TEST PTP

MR M.W. REGAN  R G TU PM ORTHOPAEDIC   TUESDAY 09-OCT-2018
Active

     Time       Name                 Number       Att.    Outcome    CAB?
     -----------------------------------------------------------------------
  1. 13:30 F    BENNETT A            CR  C000123   Yes     Dischar    N
  2. 13:45 F    BENNETT D            CR  C000124   Yes     Dischar    N
  3. 14:00 F    BENNION E            CR  C000125   Yes     A.Repts    N








                select number/eXit                    [    ]
```

If you wish to view both future and past clinics, you **must** select a future clinic to allow you to move between future and past clinics. Use the **P g D n**, **P g U p** keys to navigate between each session.