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. 071220.

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 <u>PAS Outpatients - Clinic slot</u> <u>codes</u>

HDDE1	DISPLAY SESSION	CACHÉ	TESTPTP
MR M.W. RE Active	EGAN R G TU PM ORTHOPAEDIC TUESDAY 06-NOV-2018		
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			
- eXit/select	t line/Change/Reserve Slot/Reserve Overbook slot/Other [ן	

In example above + next to the line/slot number indicates later time slots to view. To scroll down, press the **Ctrl F3** keys.



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	C ENG	UIRY			CACHÉ T	ESTPTP
MR M.W Active	. REGAN	R G TU PM ORTHOPAEDIC	TUES	3DAY 09-OC	T-201	.8		
Ti	me	Name	Nur	iber	At	.t.	Outcome	CAB?
1. 13 2. 13 3. 14	:30 F :45 F :00 F	BENNETT A BENNETT D BENNION E	CR CR CR	C000123 C000124 C000125	 Υε Υε	35 35 35	Dischar Dischar A.Repts	
		select number/eXit			Γ]		

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.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=92</u>