

## Where can I see my patients waiting for an Appointment?

The outpatient waiting list can be viewed via the Appointment Action List

Found via the Hospital Level, Actions drop-down.

## What types of patients are on this list?

There are two types of patients on this list, patients with:

- “Waiting” Referrals
- “Requested” Appointments

## How can I see the due date for these types?

Waiting Referrals = Must be Seen by Date

Requested Appointments = Preferred Date

## WAITING REFERRALS

WebPAS works in that all “new” referrals (referrals that have never had a booking) are “waiting” referrals. These are in most cases your FSA’s.

However, when Alpha migrated to webPAS, all patients on the “Y” (waiting list) migrated across as “waiting” referrals; so there is a mix of new patients and follow-up patients sitting as “waiting”.

- You can view these by leaving the “Include Waiting Referrals” tick box ticked:

Include Waiting Referrals

Appt. Status
 Waiting

- They will have an Appt. Status of:  > *they will be a mix of true FSA’s and migrated follow-ups.*
- When adding a referral you have an option to input a **Must be Seen by Date.** **If you do this then you will be able tell the difference between the Alpha migrated ones and the ones you have entered after go-live.**

Must Be Seen  
By Date

- You can order the list to display waiting referrals by their *(click on this column to put in order)*
- Once booked the patient's referral will become "active" and they will drop off this list.

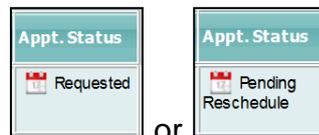
## REQUESTED APPOINTMENTS

Requested appointments are made off a patient's referral either during the end of day process or off the patient's referral.

- You can view these by un-ticking the "Include Waiting Referrals" tick-box

Include Waiting Referrals  before clicking

*Don't worry if this displays back as ticked after you click search, as you should only see the requested appointments.*



- They will have an Appt. Status of : *Pending Reschedule is where a person DNA an appointment and you made a requested appointment from clinic related to this.*

- When you make a request you will be asked to input a **Preferred Date**

- You can order the list to display requested appointments by their Preferred

Date  *(click on this column to order)*

You can book of the requested appointment on the [Appointment Action List](#) by click on the



icon next to this request and when the window opens click on the

button.