webPAS Clinic Request Form

|  |
| --- |
| Data Integrity and OP Business Process Analyst has approved request 🞏 Yes🞏 **No** |

# Complete all fields the clinic will not be set up if the required information is not supplied

|  |  |
| --- | --- |
| Date Clinic starts: |  |
| Clinician Code |  |
| Clinician name\* |  |
| Clinician role eg Consultant, Visiting Consultant; Nurse; Physio |  |
| C:\Users\louisemi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WMQOGD3O\420px-Warning_icon.svg[1].png - JMO clinics are created under one SMO Registrar / HO team | |

**Clinic Requirements -** *(Example in First Line)*

C:\Users\louisemi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\WMQOGD3O\420px-Warning_icon.svg[1].pngAll clinics will have a start time of 0800 for morning and all day clinics

All clinics will have a start time or 12:30 for afternoon clinics

Clinic start time will be adjusted on the slot template

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Start time | Last booking | Clinic end | Slot length | Clinic Type | Hospital | Clinic Location – physical location for the letter |
| *Monday* | *0800* | *1200* | *1230* | *30* | *Paediatric* | *WHG* | *Child Health Centre* |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Special Instructions:**

|  |  |
| --- | --- |
| Slot time | e.g., unavailable times |
| Add to Instructions |  |
| Other |  |
| Other |  |

**Send Completed form to:** [**helpdesk@northlanddhb.org.nz**](mailto:helpdesk@northlanddhb.org.nz)

**Put *webPAS Clinic Maintenance Due:* (enter date) in the subject line.**