

# Waiting List

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## 1. Introduction

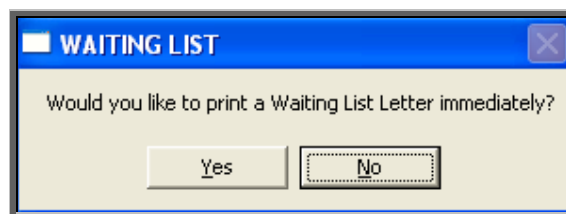
The Waiting List gives the ability to track patients that you are not able to offer appointments to on receiving their referral. Adding a patient to the waiting list enables you to see how long they have been waiting, and to be able to allocate appointments on a priority or time waiting basis. Reports will help to show how long your patients have had to wait.

## 2. Setting Waiting List parameters

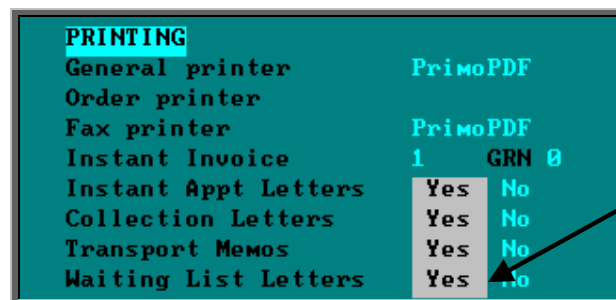
There are a number of parameters that will control how your waiting list is managed. It is important to spend some time deciding how you want the waiting list to work, so that these are set correctly..

### a) Sending letters

Letters to be sent to patients on the waiting list can be printed in batch or as patients are added to the waiting list. If you wish to be prompted to send a letter each time a patient is added to the waiting list



then go to **Utilities – Choices – System**, and within the **Printing** section select **Yes** against **Waiting List Letters**.

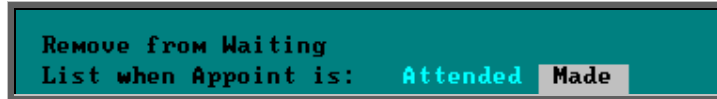


## b) Removing patients from the list

Patients can be removed from the waiting list when an appointment is made **or** when they have attended their appointment.

Menu: Utilities – Choices – System

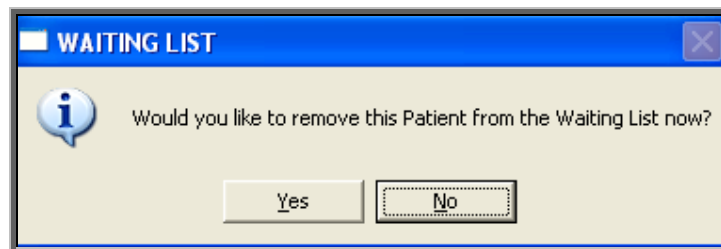
Within the Appointment section of this screen select the appropriate setting.



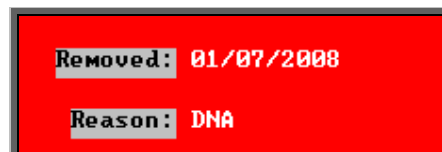
## c) Patients not attending their appointment

If the parameter above is set to Attended, then you have 3 options in regards to DNAs.

**Ask** If a an appointment that is linked to the waiting list is marked as Did Not Attend, and a further appointment is not made, you will be asked if you wish to remove the patient from the waiting list.



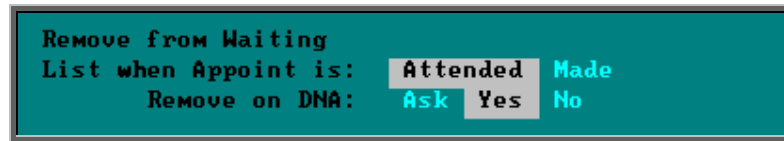
**Yes** If a an appointment that is linked to the waiting list is marked as Did Not Attend, and a further appointment is not made, the patient will be removed from the waiting list.



**No** If a an appointment that is linked to the waiting list is marked as Did Not Attend, the patient will **not** be removed from the waiting list.

Menu: Utilities – Choices – System

Within the Appointment section of this screen select the appropriate setting.




#### d) Setting priorities

When a patient is added to the waiting list, a priority can be assigned using the *Type:* field. ). We have set up three for you, but these can be amended or additional types added. The three already set up are:

Urgent	with a priority weighting of 5
Soon	with a priority weighting or 3
Routine	with a priority weighting of 1

Each person on the waiting list is given a Priority score, which is calculated by multiplying the number of days they have been on the waiting list by the weighting of the *Type:* that they were given when added to the waiting list. This works by multiplying the weighting of the *Type:* by the number of days the patient has been on the waiting list. e.g. someone who has been on the waiting list 10 days and are classed as **Urgent** will have a score of 50 (10 x 5) whereas someone who has been on the waiting list 10 days and are classed as **Routine** will only have a score of 10 (10 x 1). Therefore, the higher the weighting, the faster their score will increase.

Menu: Utilities – Choices – Appointments – Wait Types

To add a new **Wait Type**, click on the 'enter' icon  (Edit, Enter).


*Type* enter the wait type description

*Weighting* enter the priority weighting. Each wait type has a weighting assigned to it, which is used to calculate the score given to a patient on the waiting list.

### 3. Adding a patient to the Waiting List

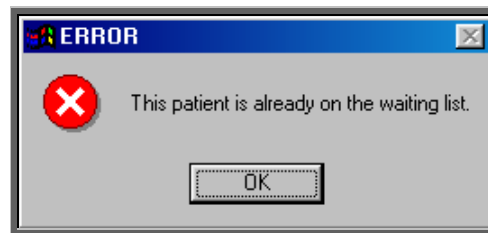
Menu: **Patients**

Find the patient that you wish to add to the waiting list.

Click on the 'enter' icon  (Edit, Enter).

Click on Waiting List (press W).

If you try to add a patient who is already on the waiting list, you will get the following message.



Otherwise you will be taken to the waiting list screen.

*Referral Date:* enter the date of referral. The field will default to today's date but this can be overtyped.

*Type:* select from the pop-up list by highlighting the required type and pressing the **Enter** key or by double clicking on it with the mouse.

*New:* enter **Y** if the patient is new or **N** if the patient has been seen before. Instead of entering **N**, you could further classify the appointment by entering **S** for supply, **F** for fitting or **R** for review.

*For:* gives you the opportunity to say (in 30 characters) why the patient needs to be seen.

*Orthosis Code:* select the appropriate orthosis code from the pop-up list

*Purchaser* Purchaser will be brought through from the patient record but if you need to change it press the **Tab** key to see the list of your purchasers and make an alternate selection. Otherwise press the **Enter** key to move to the next field.

*Referrer:* Referrer will be brought through from the patient record but if you need to change it press the **Tab** key to see the list of your

purchasers and make an alternate selection. Otherwise press the **Enter** key to move to the next field.

*Venue:* select a venue from the pop-up list. Otherwise press the **Enter** key to move to the next field.

*Clinician* select a clinician from the pop-up list. Otherwise press the **Enter** key to move to the next field.

*Length* The length of appointment can be entered here. This is to assist when making an appointment.



*APE* Whether the patient requires an **AM**, **PM** or **Evening** appointment can be entered here.

*Service* Service will be brought through from the patient record but it can be changed to another service as long as it is a service that is assigned to the patient on the **Patient** screen.

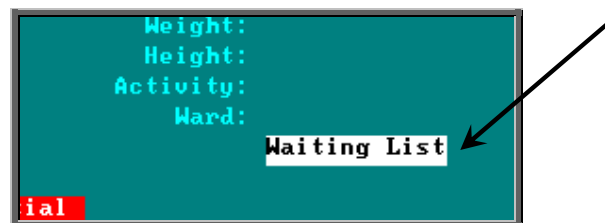
*Tagged* this option allows a waiting list entry to be tagged. Primarily this is to enable batch printing of waiting list letters.

*Order No* an order number can be selected from the pop-up list.

If an appointment is subsequently made from the **Waiting List** screen using the

‘clock’ icon  (**A**ppoint, **N**ext) or the ‘autoclock’ icon  (**A**ppoint, **Q**uick), the fields in **red** are used.

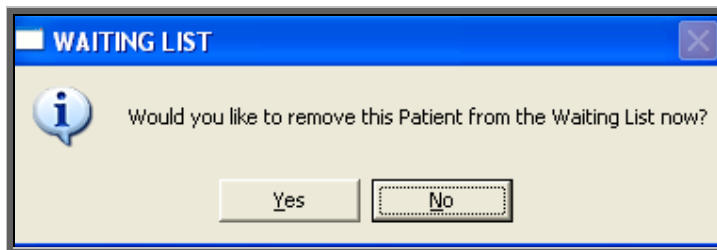
When a patient has been added to the waiting list a flag will appear on the patient record to show that they are on the waiting list. This flag will disappear once they have been removed from the list.



## 4. Printing letters

### a) Printing Letters as patients are added to the waiting list

If in the system parameter screen **Instant Print Waiting List Letters** is set to **Yes**, after adding a patient to the waiting list, you will be asked if you would like to print a waiting list letter.



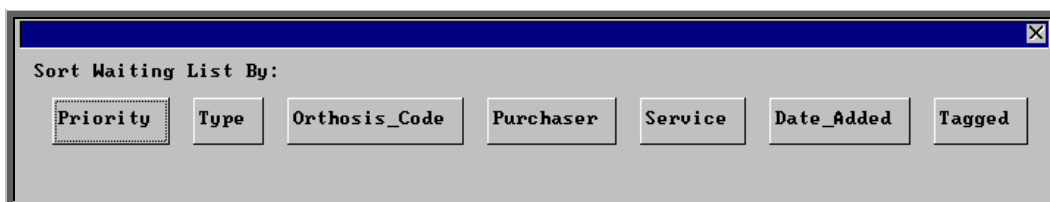
If **Yes** is selected, you will be taken to the letter screen where you can select which letter you want to send and how many copies.

There are twenty-six waiting list letter templates available for printing from the **Waiting List** screen. These templates can be found in **Utilities – Choices – Letters** and are named **WAITLSTA** though to **WAITLSTZ**.


### b) Printing initial waiting list letters in batch

You may prefer to print your letters in batch, rather than individually. If this is the case, then as you complete the **Waiting List** screen enter **'Y'** in the *Tagged:* field.

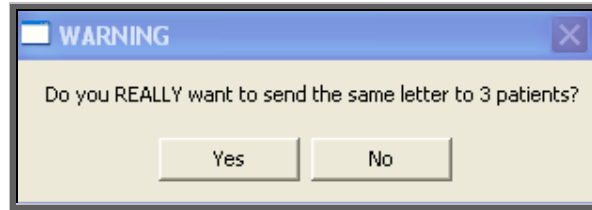
Once you are ready to print your batch of letters, go to **Waiting List – Current**.



Select the option **Tagged**. This will give you all the patients on the waiting list that have a **'Y'** in the *Tagged* field.

Once in the **Waiting List** screen, click on the 'printer' icon  (File, Print) and select **Letters**. You will be asked to confirm that you wish to send the same letter to all your tagged patients.

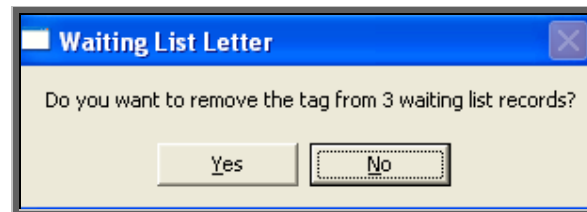




If **Yes** is selected, you will be taken to the letter screen where you can select which letter you want to send and how many copies.

There are twenty-six waiting list letter templates available for printing from the **Waiting List** screen. These templates can be found in **Utilities – Choices – Letters** and are named WAITLSTA through to WAITLSTZ.

Once the letters are printed, you will be asked if you would like the ‘**Y**’ removed from the *Tagged* field so they don’t come up for printing next time.




### c) Printing follow-up waiting list letters in batch

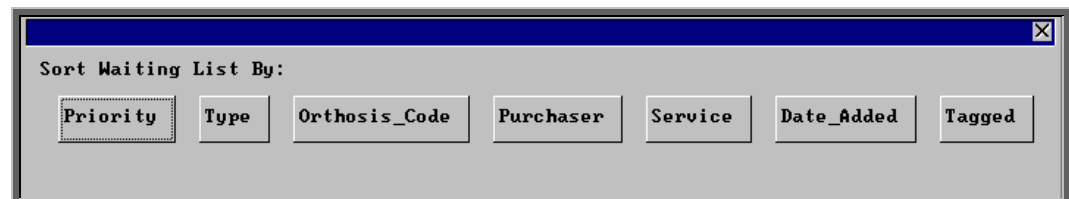
Once a patient has been on the waiting list for some time, you may wish to send another letter. This can be done in a couple of ways.

#### 1) By tagging


Patients can be tagged at any time by entering ‘**Y**’ in the *Tagged:* field of the

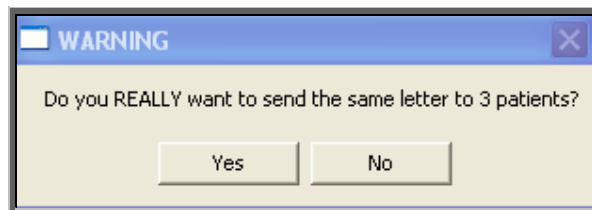
waiting list record. This can be done by clicking on the ‘update icon  (Edit, Uppdate) or more quickly by clicking on Tag, This at the top of the screen.

Once you are ready to print your batch of letters, go to **Waiting List – Current**.



Select the option **Tagged**. This will give you all the patients on the waiting list that have a 'Y' in the *Tagged* field.

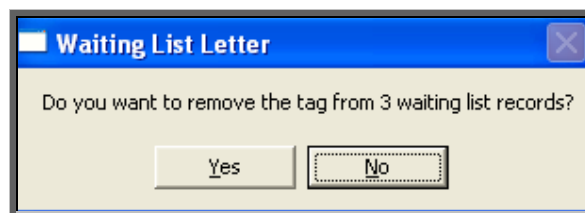
Once in the **Waiting List** screen, click on the 'printer' icon  (File, Print) and select **Letters**. You will be asked to confirm that you wish to send the same letter to all your tagged patients.



If **Yes** is selected, you will be taken to the letter screen where you can select which letter you want to send and how many copies.

There are twenty-six waiting list letter templates available for printing from the **Waiting List** screen. These templates can be found in **Utilities – Choices – Letters** and are named WAITLSTA through to WAITLSTZ.

Once the letters are printed, you will be asked if you would like the 'Y' removed from the *Tagged* field so they don't come up for printing next time.



## 2) Isolating records by viewing the waiting list

An example of this would be to find all those patients that have been on the waiting some time.

Menu: **Waiting List – Current**

Select **Date Added** and use the **Start** and **End** date prompts to find those patients that have been on the waiting list x number of weeks.


Once you are looking at these records, you can either

- tag them all by clicking on Tag, All at the top of the screen and choose to print them on another occasion through the Tagged option
- or
- print them straight away by clicking on Letters at the top of the screen where you will be taken to the letter screen and you can select which letter you want to send and how many copies.

## 5. Viewing the Waiting List

### a) Viewing an individual patients waiting list record

Menu: Patients

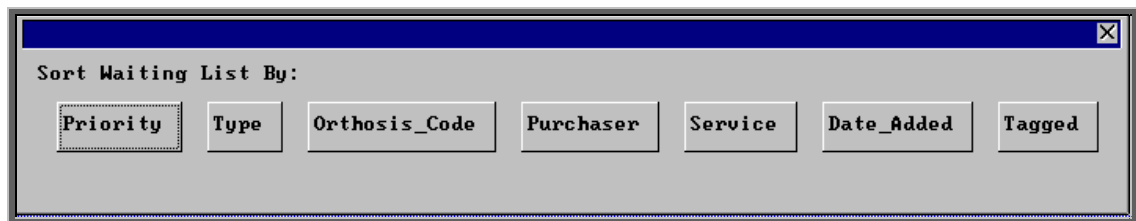
Find the relevant patient records and click on the 'waiting list' icon  (Goto, Waiting List, Current).

### b) Viewing the entire waiting list

Menu: Waiting List – Current

From here you can see all those patients that are still on the waiting list.

When entering the **Waiting List** screen, you will be asked the order the patients should be displayed in.



#### Priority

Each patient has a *Priority* value that is calculated by multiplying the number of days the patient has been on the waiting list by the weighting applied to the type (in **Utilities – Choices – Appointments – Wait Types**).



The patients will be shown in order of *Priority* with the highest *Priority* first. Therefore, the first person you will see

on entering the screen will be the patient with the highest *Priority* score.

#### Type

The patients will be shown with the **Urgent** entries first, then the **Soon's** and then the **Routine's**. Within the types they will be in *Priority* value. Therefore, the first person you will see on entering the screen will be the most urgent **Urgent!**

When choosing this option, you are given the ability to look at those patients added for a specific urgency. A list of your types will appear for you to choose from. If all the types are required, press the **Enter** key twice.

#### Orthosis Code

The patients will be shown in Orthosis Code order. This will enable you to see if there is a specific type of appliance that patients are waiting for.

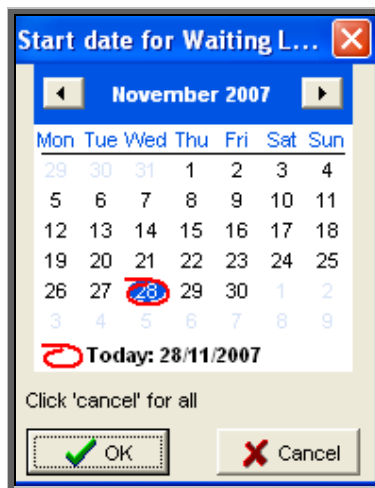
When choosing this option, you are given the ability to look at those patients added for an orthosis. A list of your orthosis codes will appear for you to choose from. If all the orthosis codes are required, press the **Enter** key twice.

#### Purchaser

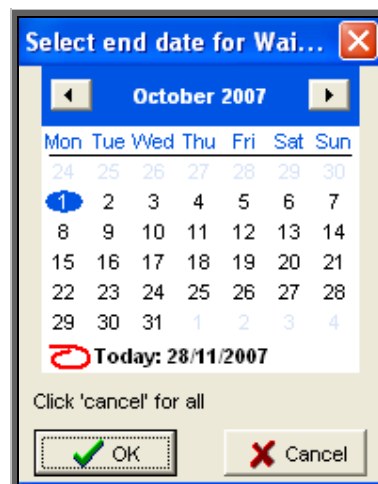
The patients will be shown in Purchaser order. This is particularly useful where more than one hospital is using the Waiting List.

When choosing this option, you are given the ability to look at those patients added for a specific purchaser. A list of your purchasers will appear for you to choose from. If all the purchasers are required, press the **Enter** key twice.

- Service** This shows the patients in order of their service.
- A list of your services will appear for you to choose from. If all the services are required, press the **Enter** key twice.
- Date Added** The patients will be shown in order of the date they were added to the Waiting List. The patient that has been on the Waiting List longest will be shown first.
- When choosing this option, you are given the ability to look at those patients added between a specific date range.



Using the calendar prompt, select the start date of the range to be found and click on OK. If you wish to see the whole waiting list in date added order, click on Cancel.




On the second calendar prompt, select the end date of the range to be found and click on OK.









The **Waiting List** screen will now be showing all the patients that have been added to the waiting list within the date range selected. This function is particularly useful when wanting to send a follow up letter to all those patients that have been waiting a specified period. If a letter was required at this point, simply click on the 'printer' icon



(File, Print) and select **Letters**.

Whichever way you decide to enter the waiting list, the patients can be seen as

a list by clicking on the 'browse' icon  (Data, Browse).

Orthotic Patient Administration System					
File Edit Appoint Data					
        					
Added:	By:	Hospital No	Type:	For:	Priority
12/02/2001	LINDA	776655	Urgent	SHOES	80
23/02/2001	LINDA	TEMP000007	Urgent	SHOES	25
22/02/2001	LINDA	LKP12345	Routine	hospital appt after 30/4	18



If you wish change or enter more information, click on the 'update' icon (Edit, Upsdate).

The following fields have pop-up lists available, so press the **Tab** key to see the list of available options.

<i>Type:</i>	<i>Referrer:</i>
<i>For:</i>	<i>Venue:</i>
<i>Orthosis Code:</i>	<i>Clinician:</i>
<i>Purchaser:</i>	<i>Order No</i>

Press **Ctrl-Enter** to save the changes made.



The following fields can not be amended. Information is entered in these fields automatically when certain actions are carried out to the waiting list.

<i>Appointment:</i>	<i>By</i>
<i>Removed:</i>	<i>Reason:</i>

## 6. Making appointments

Appointments can be made for patients on the waiting list using any of the available methods. If you are using care episodes and need to link the appointment to both the waiting list and the care episode, then the appointment must be made from the **Waiting List** screen.


### a) Making appointments from the Waiting List screen

There are 2 'clock' icons on the waiting list screen,  and .

- a) The first 'clock' icon  (Appoint, Next) will take you to the **Next** appointment selection screen.

Next	
Clinic: 1	Hard of hearing Appliance Department
Clinician: 2	Mr Orthotist
Day:	
AM/PM:	New: Y
Duration: 15	
From: 12/01/2008	
For: Shoes	

Complete the screen in the usual way ([see Patients - Note 18. Making an appointment](#)). However if you have entered the *Venue:*, *Clinician:*, *APE*, *New*, *Length:* and/or *For:* fields on the **Waiting List** screen, these fields will automatically flow through into this screen as you enter through each field, saving time on rekeying.

- b) The 'autoclock' icon  (Appoint, Quick) can be used if the *Venue:* field has been completed on the **Waiting List** screen. The 'autoclock' option bypasses the **Next** selection screen and makes an appointment based on the

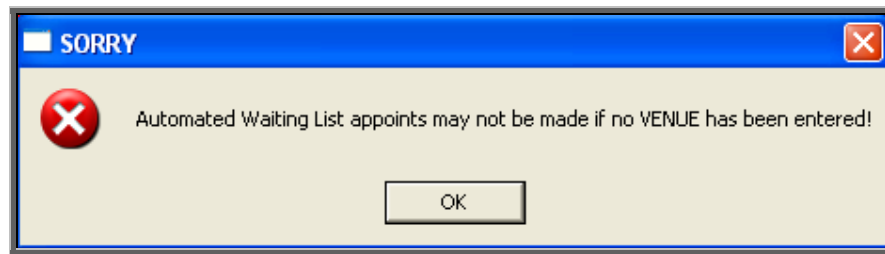
information on the **Waiting List** screen (i.e. *Clinician:*, *APE*, *New*, *Length:* and *For:* fields).

When using the 'autoclock' option, OPAS will start looking for the next appointment after the number of days delay set in the System parameter screen. (see below)

APPOINTMENTS	
Appointment Time	15 minutes
Automatic Delay	7 days

And if the *Length* field has not been completed on the **Waiting List** screen OPAS will take your default appointment time from the System parameter screen. (see above)

If you select the 'autoclock' option when the Venue has not been selected in the **Waiting List** screen, the following error message will appear.



Whichever clock is used, the appointment made will be linked to the waiting list record and the date of the appointment will be entered into the *Appointment:* field on the **Waiting List** screen so that you know there is a future appointment booked.


Length:	15	APE	Service
Tagged:		Appointment:	10/06/2008
Order No			

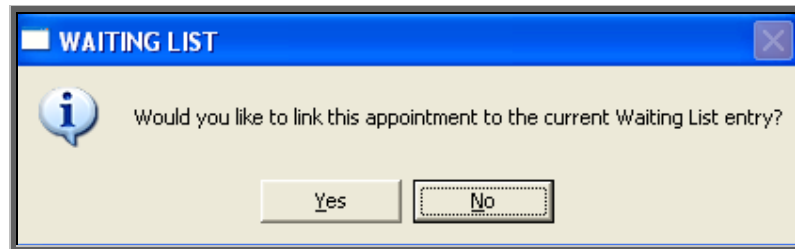
The **Appointment** screen will also show that the appointment is linked to the waiting list.

D O B	29/06/1954	GPref	G3417353
Age:	53	PCT	5QL
		waitlist:	Y ←



## b) Other methods of making appointments

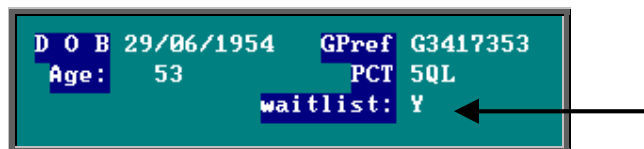
If an appointment is made using the 'clock' icon  on the **Patient** or **Care Episode** screen, or manually through the **Session** or **Diary** screen, OPAS will check to see if the patient is on the waiting list, and if they are, and an appointment hasn't already been assigned, you will be asked if you wish to link the appointment to the waiting list.



If **Yes** is selected, the date of the appointment will be entered into the *Appointment:* field on the **Waiting List** screen so that you know there is a future appointment booked.



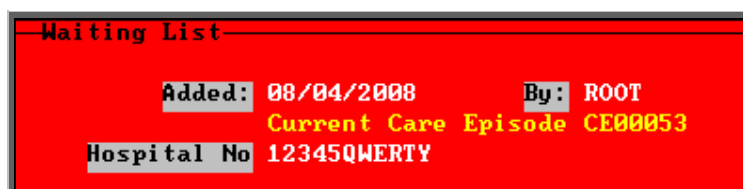
The **Appointment** screen will also show that the appointment is linked to the waiting list.



## 7. Linking the Waiting List to a Care Episode

If a patient on the waiting list has a care episode belonging to the same Purchaser, a banner at the top of the **Waiting List** screen will notify you of the case number.

**Only appointments made from the Waiting List or Care Episode screens will be linked to the care episode.**



## 8. Taking patients off the Waiting List

There are a number of ways in which patients can be taken off the waiting list; depending on your system parameters (see [Waiting List - Note 2. Setting Waiting List parameters](#)).

### a) Manually


A patient can be taken off the waiting list manually at any time.

Menu: **Patients**

or

Menu: **Waiting List – Current**

If you wish to remove a patient from the waiting list without making an appointment

then click on the 'delete' icon  (Edit, Delete).

Enter the reason for the cancellation (up to 35 characters)

Who cancelled the entry, when and the reason why will then be shown on the waiting list entry.

The waiting list record will then move from the **Current** to the **Removed Waiting List**.



The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on **Goto, Waiting List, Removed** at the top of the screen.

Once a patient has been removed from the current waiting list the **Waiting List** message will be removed from the **Patient** screen.

b) **By making an appointment**

If you have set your waiting list parameters to **Made**, the patient will be removed from the waiting list when an appointment has been made for them.

i) **Via the Waiting List screen**

Whichever clock is used, ('clock'  (**A**ppoint, **N**ext) or 'autoclock'  (**A**ppoint, **Q**uick)), the appointment made will be linked to the waiting list record. The **Waiting List** screen will be updated with the appointment date, when the appointment was made and by whom.




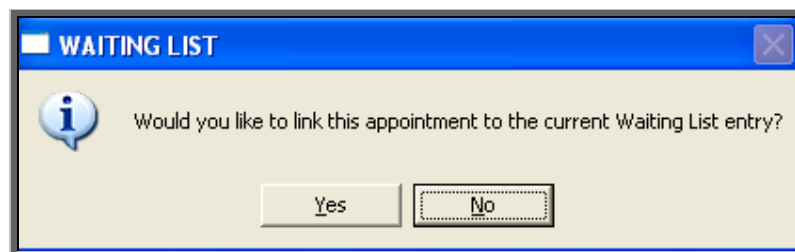
The waiting list record will then move from the **Current** to the **Removed Waiting List**.

The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on Goto, Waiting List, Removed at the top of the screen.

Once a patient has been removed from the waiting list the **Waiting List** message will be removed from the **Patient** screen.

ii) Via any other method

If an appointment is made using the ‘clock’ icon  on the **Patient** or **Care Episode** screen, or manually through the **Session** or **Diary** screen, OPAS will check to see if the patient is on the waiting list, and if they are, and an appointment hasn’t already been assigned, you will be asked if you wish to link the appointment to the waiting list.



If **Yes** is selected, the **Waiting List** screen will be updated with the appointment date, when the appointment was made and by whom.

Tagged:	Appointment:	02/07/2008
Order No		
Removed:	25/06/2008	By LINDA
Reason:	Appointment Made	

The waiting list record will then move from the **Current** to the **Removed** Waiting List.

The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on Goto, Waiting List, Removed at the top of the screen.

Once a patient has been removed from the waiting list the **Waiting List** message will be removed from the **Patient** screen.

c) By a patient attending an appointment

If you have set your waiting list parameters to **Attended**, the patient will be removed from the waiting list when an appointment is logged/updated as **Attended** in the *Outcome* field on the **Appointment** screen.

The appointment must be linked to the waiting list record, which is done when the appointment is added. If you are unsure, the *Waitlist:* field on the **Appointment** screen will show whether they are linked.

D O B	29/06/1954	GPref	G3417353
Age:	53	PCT	5QL
		waitlist:	Y

Once the appointment is marked as **Attended**, the *Removed:*, *By* and *Reason:* fields on the **Waiting List** screen will be updated.

Tagged:	Appointment:	26/06/2008
Order No		
Removed:	26/06/2008	By LINDA
Reason:	Attended Appointment	

The waiting list record will then move from the **Current** to the **Removed Waiting List**.

The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on **Goto, Waiting List, Removed** at the top of the screen.

Once a patient has been removed from the waiting list the **Waiting List** message will be removed from the **Patient** screen.

d) By a patient **not** attending an appointment

If you have set your waiting list parameters to **Attended**, the patient may be removed from the waiting list when an appointment is logged/updated as **Did Not Attend** in the *Outcome* field of the **Appointment** screen.

i) Remove on DNA: set to Yes

Remove from Waiting List when Appoint is: **Attended** **Made**  
Remove on DNA: **Ask** **Yes** **No**

When the appointment is marked as **Did Not Attend**, you will be given the option to make another appointment for the patient.

**OPTION:**  
Would you like to make a new appointment for this patient?  
**Yes** **No**

If **No** is selected, the *Removed:*, *By* and *Reason:* fields on the **Waiting List** screen will be updated.

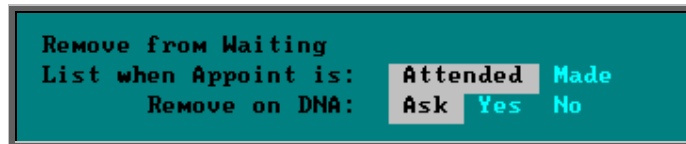
**Tagged:** **Appointment:** 12/06/2008  
**Order No**  
**Removed:** 12/06/2008 **By** LINDA  
**Reason:** DNA

The waiting list record will then move from the **Current** to the **Removed Waiting List**.

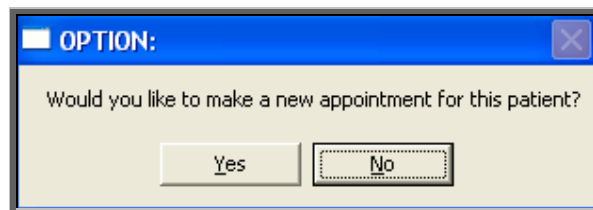
The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on **Goto, Waiting List, Removed** at the top of the screen.

Once a patient has been removed from the waiting list the **Waiting List** message will be removed from the **Patient** screen.

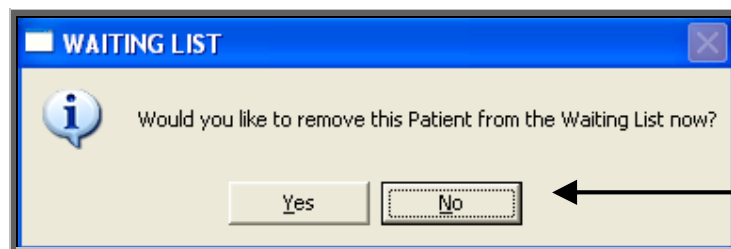
- ii) Remove on DNA: set to Ask



When the appointment is marked as Did Not Attend, you will be given the option to make another appointment for the patient.



If **No** is selected, you will be asked if you wish to remove the patient from the waiting list.



If **Yes** is selected, the *Removed:*, *By* and *Reason:* fields on the **Waiting List** screen will be updated.

Tagged:	Appointment:	12/06/2008
Order No		
Removed:	12/06/2008	By LINDA
Reason:	DNA	

The waiting list record will then move from the **Current** to the **Removed Waiting List**.

The information regarding their waiting list entry can still be viewed by going into **Waiting List – Removed**, or by finding the patient in **Patients** and clicking on Goto, Waiting List, Removed at the top of the screen.

Once a patient has been removed from the waiting list the **Waiting List** message will be removed from the **Patient** screen.

If **No** is selected, the patient will remain on the waiting list, but the contents of the *Appointment*: field will be deleted, to show that the patient is waiting for an appointment.

## 9. Archiving the Waiting List

As patients are removed from the waiting list, the record moves from the **Current** to the **Removed** waiting list. The records in the **Removed** waiting list should be regularly archived (as you do with appointments).

You must be the only user in OPAS when archiving the waiting list, so ensure everybody is logged off first. (**Utilities – Who** will tell you who is currently using OPAS)

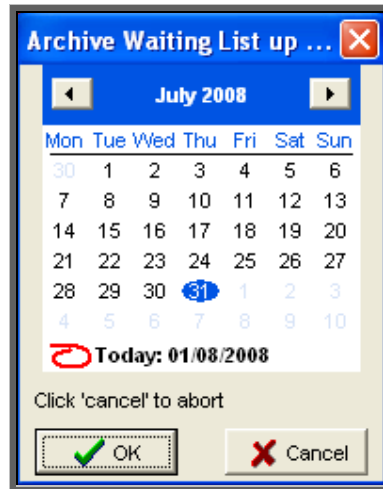
Menu: **Waiting List – Removed**



Click on the 'archive' icon (Archive).

Select the date to archive up to and click on **OK**. (The date is looking at the *Removed*: date field on the waiting list)





Once the icons at the top of the screen return, the archive is complete.

The waiting list record will then move from the **Removed** to the **Archived Waiting List**.

The information regarding their waiting list entry can still be viewed by going into **Waiting List – Archived**, or by finding the patient in **Patients** and clicking on **Goto, Waiting List, Archived** at the top of the screen.

## 10. Waiting List reports

### a) Archived

This report interrogates the archived waiting list. The archived waiting list contains those patients that have been removed from the current waiting list. This can be because they have been given/attended/DNA'd an appointment or have been manually deleted from the list.

Menu: **Reports – Waiting List – Archived**

**Archived Waiting List Report**

**Purchaser**

**Type**

**Orthosis Code**

**Referrer**

**Venue**

**Start Date**  **End Date**

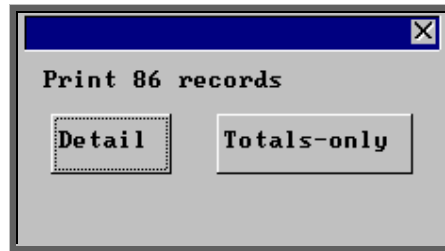
**Using:**  **Added:**  **Referred:**  **Removed:**

- select the Purchaser required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Purchaser field empty will result in all purchasers being selected
- select the Type required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Type field empty will result in all types being selected
- select the Orthosis Code required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection.

Leaving the Orthosis Code field empty will result in all orthosis codes being selected

- select the Referrer required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Referrer field empty will result in all referrers being selected
- select the Venue required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Venue field empty will result in all venues being selected

- enter the **Start date** of the required date range in the format DD MM YYYY
- enter the **End date** of the required date range in the format DD MM YYYY
- select whether the date range entered should look at the **Added:**, **Referred:** or **Removed:** date on the waiting list screen



You will be shown how many waiting list entries OPAS has found and ask if you want to see the information in **Detail** i.e. a line for each waiting list entry or just **Totals-only**



Once the data has been found you have the option to see the report on screen, to be printed or sent to a file for exporting into Lotus 123 or MS Excel

### Screen

If the report is sent to the screen, you will initially be shown the first page of the report. Press the **F6** key to move to the next page. **F5** will go back a page.

If the report is too small to read, press the **F8** key to magnify. **F7** will make the text smaller again.

Press **Esc** to abandon looking at the report on screen. You will then have the option to re-select **Screen**, **Printer** or **File**. Make another selection or press **Esc** again to return to the menu.

### Printer

The report will be sent to the printer. You will then have the option to re-select **Screen**, **Printer** or **File**. Make another selection or press **Esc** again to return to the menu.

Below is an example of an **Archived** report in **Detail**.

All Purchasers						
Added: 01/05/2008 - 26/06/2008						
Hospital No	Sur name	Added:	Removed:	Days:	Reason:	
TCRUS44	SMITH	02/05/2008	03/06/2008	32	Attended Appointment	
NTBVP000012	DCE	16/05/2008	27/05/2008	11	Attended Assessment Appointment	
NG0108922	ASHER	25/05/2008	25/06/2008	31	Appointed	
NF381231	HEAVER	27/05/2008	02/06/2008	6	Appointment made	
NG0416854	DOWNEY	28/05/2008	29/05/2008	1	Attended Appointment	
TCRUS44	SMITH	04/06/2008	19/06/2008	15	DNA	

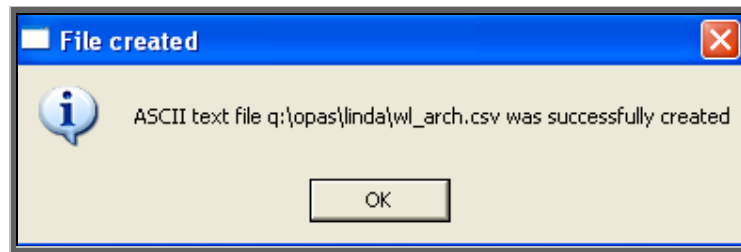
Below is an example of an **Archived** report in Totals\_only.

Hospital No	Sur name	Added:	Removed:	Days:
Average for Purchaser				<u>198</u>
Count				53
Average for Purchaser NHS TRUST				<u>16</u>
Count				32
Average for Purchaser GP Fundholder				<u>2</u>
Count				1
Grand Total Average				<u>128</u>
Count				86

The report layout (wl\_arch.dfr) can be altered to your requirements. Please contact the OPAS helpdesk.

#### File

A comma separated variable file will be created called wl\_arch.csv. This will be saved in your personal directory within OPAS. This can be exported into Lotus123 or MS Excel.



b) Current

This report interrogates your current waiting list i.e. all those patients still on the waiting list.

Menu: Reports – Waiting List – Current



- select the Purchaser required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Purchaser field empty will result in all purchasers being selected
- select the Type required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Type field empty will result in all types being selected

- select the Orthosis Code required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Orthosis Code field empty will result in all orthosis codes being selected
- select the Referrer required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Referrer field empty will result in all referrers being selected
- select the Venue required from the pop-up list. Alternatively press **Esc** to make the pop-up list disappear without making a selection. Leaving the Venue field empty will result in all venues being selected
- enter the Start date of the required date range in the format DD MM YYYY
- enter the End date of the required date range in the format DD MM YYYY
- select whether the date range entered should look at the Added: or Referred: date on the waiting list screen



You will be shown how many waiting list entries OPAS has found and ask if you want to see the information in **detail** i.e. a line for each waiting list entry or just **Totals-only**



Once the data has been found you have the option to see the report on screen, to be printed or sent to a file for exporting into Lotus 123 or MS Excel

### Screen

If the report is sent to the screen, you will initially be shown the first page of the report. Press the **F6** key to move to the next page. **F5** will go back a page.

If the report is too small to read, press the **F8** key to magnify. **F7** will make the text smaller again.

Press **Esc** to abandon looking at the report on screen. You will then have the option to re-select Screen, Printer or File. Make another selection or press **Esc** again to return to the menu.

## Printer

The report will be sent to the printer. You will then have the option to re-select Screen, Printer or File. Make another selection or press **Esc** again to return to the menu.

Below is an example of a **Current** report in **Totals\_only**.

tal	No	Surname	Added:	Priority:	Days:
		Average for Purchaser	NHS TRUST		<u>33</u>
		Count	23		
		Average for Purchaser	GP Fundholder		<u>48</u>
		Count	2		
		Average for Purchaser	Primary Care Group		<u>67</u>
		Count	1		
		Grand Total Averages			<u>35</u>
		Count	26		

Below is an example of a **Current** report in **Detail**.

NHS TRUST						
Added: 01/ 01/ 2000 - 26/ 06/ 2008						
	Hospital No	Surname	Added:	Priority:	Days:	Description:
1	NTCRUS0077	SELBY	08/ 04/ 2008	395	79	Cust om Foot wear
1	NG0816485	HABI B I S	13/ 02/ 2008	134	134	Cust om Foot wear
1	NG0417666	DAVI SON	03/ 06/ 2008	115	23	Cust om Foot wear
1	NG0230557	BEGG	05/ 06/ 2008	105	21	Cust om Foot wear
1	TMP000023	LARGE	05/ 06/ 2008	105	21	Cust om Foot wear
1	NAB123456	SHI EL	06/ 06/ 2008	100	20	Cust om Foot wear
1	NAH280965	BROWN	06/ 06/ 2008	100	20	Cust om Foot wear

The report layout (wl\_curr.dfr) can be altered to your requirements. Please contact the OPAS helpdesk.

### File

A comma separated variable file will be created called wl\_curr.csv. This will be saved in your personal directory within OPAS. This can be exported into Lotus123 or MS Excel.

