



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# Add an Attachment on PPM+

USER GUIDE



#LeedsDigitalWay

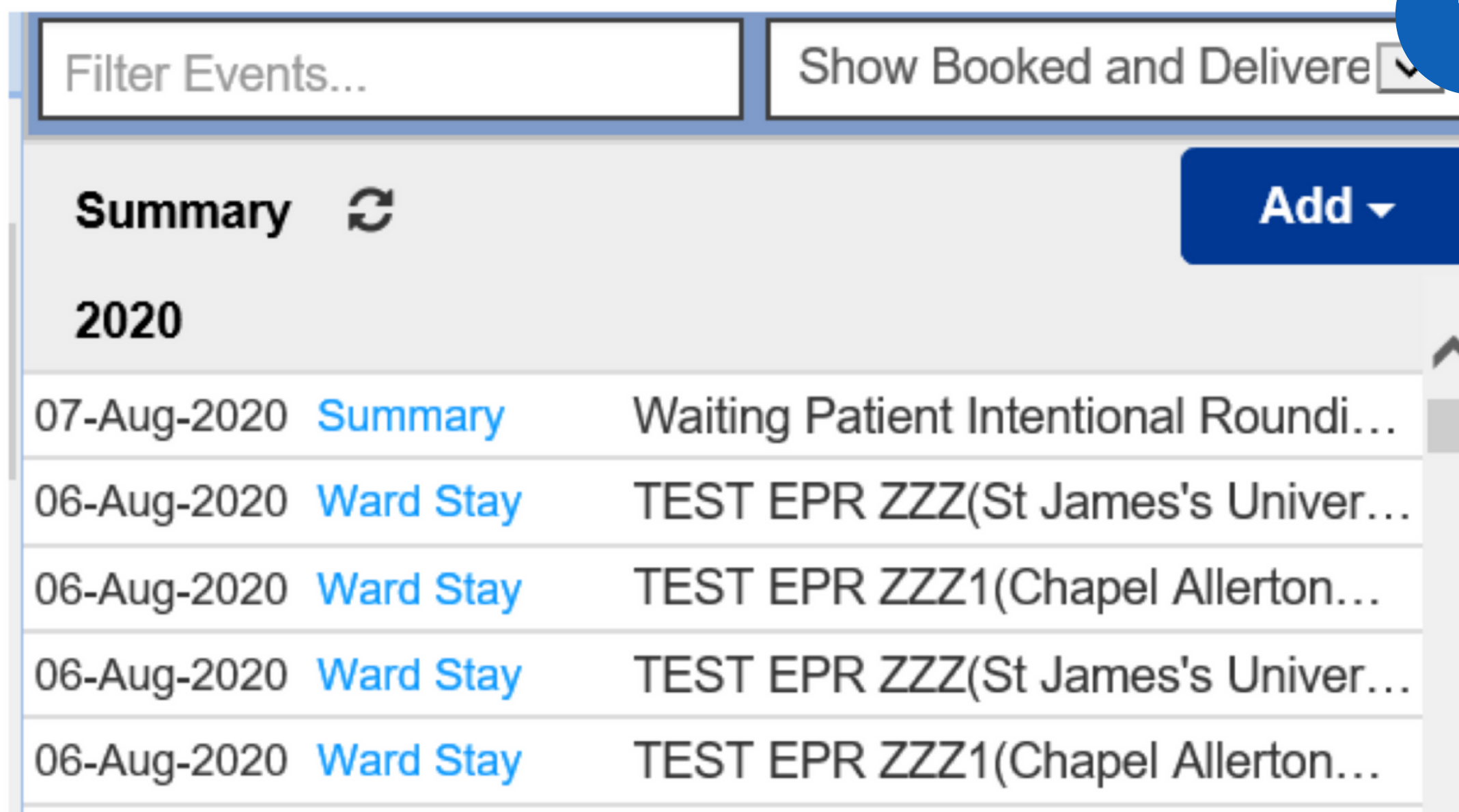
CONNECTS • TRANSFORMS • IMPROVES

# Add an Attachment on PPM+


## Steps to follow

You can add files you have saved on your computer to a patients record as an attachment on PPM+

Go to your patients Single Patient View



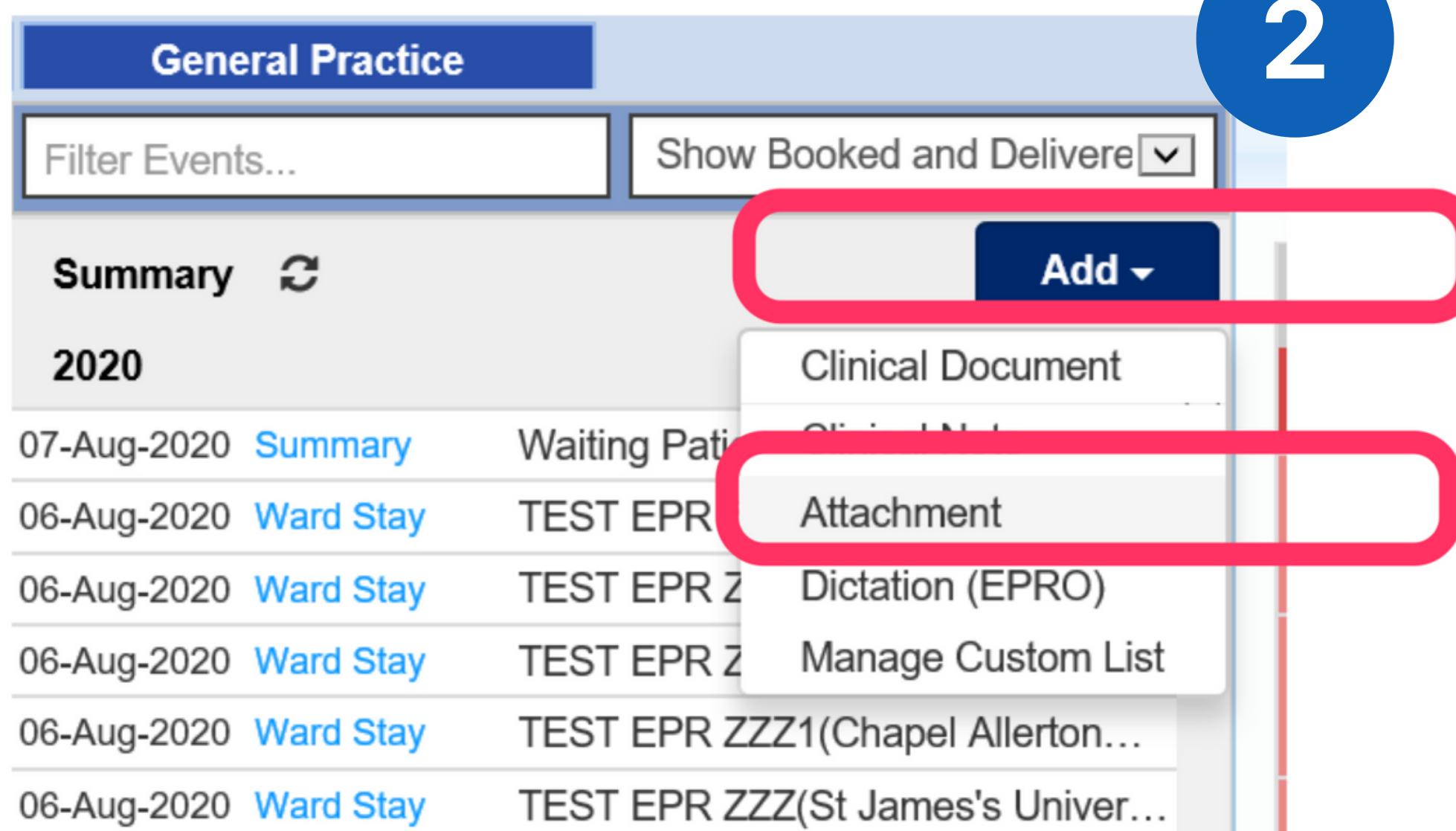
Filter Events... Show Booked and Delivered

**Summary**  **Add** ▾

**2020**


07-Aug-2020	<a href="#">Summary</a>	Waiting Patient Intentional Roundi...
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ(St James's Univer...
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ1(Chapel Allerton...
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ(St James's Univer...
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ1(Chapel Allerton...

Select Add and then select Attachment



**General Practice**

Filter Events... Show Booked and Delivered

**Summary**  **Add** ▾

**2020**

- Clinical Document
- Clinical Note
- Attachment**
- Dictation (EPRO)
- Manage Custom List

07-Aug-2020	<a href="#">Summary</a>	Waiting Pati
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR Z
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR Z
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ1(Chapel Allerton...
06-Aug-2020	<a href="#">Ward Stay</a>	TEST EPR ZZZ(St James's Univer...

For further information please contact:

 [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or  0113 206 0599

# Add an Attachment on PPM+

3

**EDITESTPATIENT, Seven**

Born **16-May-2003** Gender **Male** NHS No. **999 999 9522**

**File Information**

**File ?**

**Caption ?**

**Event Date ?**

**Upload Date**

Select Browse to search for the file on your computer Caption allows you to write a brief description about the file Event Date allows you to change the date finally select Save

For further information please contact:

✉ [leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net) or ☎ 0113 206 0599

# Useful contacts

## Implementation Team

Please contact the **Implementation Team** for Digital support & Training: Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS...



Ext: 60599



[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net)

## Informatics Service Desk

Please contact the **Informatics Service Desk** to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.



x26655



<https://lth-dwp.onbmc.com>

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

Please contact the **IT Training Department** at [ITTraining.LTHT@nhs.net](mailto:ITTraining.LTHT@nhs.net) if you require **further training on PPM+** or any other Clinical System.



**PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>**

**For further information please contact:**



[leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or



0113 206 0599