

The Leeds Teaching Hospitals NHS Trust

Adding a Clinical

Document

USER GUIDE



Adding a Clinical Document from your desktop PC or Laptop



2

From your Ward View/MPV click the blue arrow and select **Add Clinical Document**

Ward View: TEST EPR ZZZ St James's University Hospital, Ward Code: ZZZ

Action	Ward	Bed	Patient		Age	Time Since Arrival	Tasks		s	
Bed l	Jnassigned	I								
	TEST EPR ZZZ		EDIT Thre	e e	0	18y	47d 20h 51m	2 (2 overdue)	0	s
•	TEST EPR		TESTPATIENT Itu		65y	18d 21h 28m	3 (3 overdue)	0	s	
Single Patient View eMeds Add Clinical Note										
			TTEAM Three	0	5y	118d 17h 52m (WA)	5 (5 overdue)	0	s	
 Dictation (EPRO) 										
A	Add Clinica	al Documer	nt	TTEAM Seven	0	78y	46d 23h 29m	5 (5 overdue)	0	м
- F	landover									
Ν	/lanage Ci	ustom List								
- T	ransfer									

You can also add a Clinical Document from the Single Patient View Click on **Add** and then select **Clinical Document**



For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

3

You can then search for the Clinical Document in the **Filter** field or by scrolling through. You can select the Star to favourite a form. Any document you save as a draft, can be found in the **In Progress** section.

Add Document				×
Filter				
Show All	~	Sort By Fa	avourites	~
In Progress (Drafts)				
Clinical Note	08-Aug-20	019 08:29	dysonj	Clinical Note
Clinical Note	08-Aug-20	019 10:28	wardenm	Clinical Note
Clinical Note	12-Aug-20	019 12:28	smithjon	Clinical Note
Clinical Note	12-Aug-20	019 15:23	TestCat5	Clinical Note
Add New Document				~
Brain Attack Contact				Clinical Note
Childrens Nurse Allergy Clinic Notes		*	Outpati	ent Nursing Note
Falls Prevention Care Plan - Adult		*	C	Clinical Care Plan

Adding a Clinical Document from PPM+ Mobile App



From your patient's dashboard select **eForms**

CTEST EPR ZZZ	Patient Actions	SandhuH 🗮
TESTPATIENT, Itu (Mrs) Born 28-Nov-1954		NHS No. 999 039 898
888 881 		
Tasks	Patient Record	Lindete Location
	eObs	eForms
		le g

For further information please contact:

leedsth-tr.ImplementationTeam@nhs.net or 🕻 0113 206 0599

2

The *Search eForms* field allows you to search for a specific eForm.

All eForms will allow you to scroll through all eForms.

I**n Progress** is where you can find any form you have saved as a draft

08:21 Thu 6 Aug		奈 11% 🗖
C Patient Actions	Select eForm Category	SandhuH 💻
TESTPATIENT, Itu (Mrs)		NHS No 000 020 9094
Born 20-1404-1454		NU2 N0.333 033 0304
Q Search eForms		
All eForms		>
My Favourites		>
Patient Enterable		>
In Progress		>
AHP assessment		>
Anaesthetic record		>
Cardiac investigation		>
Clinical care plan		>
Clinical Note		>
Devices & Implants		>
Inpatient medical note		>
Maternity care plan (record artifa	ict)	>
MDT plan		>
Medical assessment		>
Medical note		>
Medical Notes		>
Medication record		>
Multidisciplinary assessment		>



Select eForm Category	All eForms	SandhuH 📃	
TESTPATIENT, Itu (Mrs) Born 28-Nov-1954		NHS No. 999 039 8984	
Q Search eForms			
4AT Assessment Test For Delirium And	d Cognitive Impairment		
AHP Consultation			
Anaesthetic Care Record			
Barrett's Oesophagus Outcome			
Bath Ankylosing Spondylitis Functiona	al Index (BASFI)		
Assessment		Favourite	
Blood Gas Results			
BMC Proforma			
Brain Attack Contact		*	
Cardiac Disease in Pregnancy Care Pla	an		
Children's Clinical Psychology Outcon	1e		
Childrens Nurse Allergy Clinic Notes		*	
Clinical Note			
CNS Consultation			
Connect with Pharmacy Admission			
Connect with Pharmacy Discharge			
CoViD-19 Discharge			
CPF Rick Assessment			



If you swipe left on a eForm, you will be given the option to select the eForm as a **favorite**

For further information please contact:

Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599

Useful contacts

Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.

Ext: 60599

Ieedsth-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.

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If you would like to make a **Request For Work to PPM+**, <u>**Click Here</u></u> to be taken to the required page on the Trust's intranet</u>**

Please contact the **IT Training Department** at **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/

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Ieedsth-tr.ImplementationTeam@nhs.net or

0113 206 0599